National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

Rules and Process Guide for Administrators

(Version 1.6)
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Document Revision History

Chapter	Date	Revision Description
Global	9/22/2008	Section added: Deactivation of Agency Mandatory Courses
Global	9/22/2008	Section added: Assignment Types for Federally Mandated Training
Scheduling	9/22/2008	Section added: Scheduled Offering, Calculating Per Participant Costs
Learning Management	9/22/2008	Updated section: Agency-wide Courses
System Administration	9/22/2008	Updated section: Granting Discipline Administrator Access
Appendix H	9/22/2008	Section Added: Learner Reference Code Values (formerly Addendum)

Introduction

The implementation of NASA's e-Training Learning Management System (LMS), SATERN – the System for Administration, Training, and Educational Resources for NASA, changes current training business processes, as well as systems that are used for training registration, enrollment and delivery. It is expected to improve Agency services and save taxpayer dollars, reduce redundancies through the consolidation of multiple learning systems, contribute to improved consistency and efficiency in training operations, and support the development of NASA employees.

This document identifies areas where system functionality cannot enforce the Agency-defined usage of the system and provides guidance to enable compliance with Agency-defined methods and procedures. It is the result of the SATERN Business Rules sub-team, comprised of Discipline and Center Representatives, whose job it is to document agreed upon business rules for the SATERN LMS rollout. This Guidebook contains the rules that the sub-team recommended and the Transition Team endorsed. It is a living document that will adjust to the changing needs of NASA.

Setting the Context

The SATERN e-Training effort is one of the President's Management Council approved e-Government initiatives, supporting the President's Management Agenda (PMA), for improving the Government's responsiveness to citizens and efficiency of operations. The vision of the initiative is to create a premier e-training environment that supports the development of the NASA workforce through simplified and one-stop access to high quality training products and processes to support learning and development.
Through the implementation of a centralized LMS, the training community within NASA will have new tools, functionality and capabilities for training administration and delivery. Three legacy systems will be transitioned to the e-Training LMS:

- AdminSTAR—training administration system used by all Center training offices
- NORS—(NASA Online Registration System) allows students to register online for courses and is integrated with AdminSTAR, but only used currently at MSFC and KSC
- SOLAR—(Site for Online Learning and Resources) offers online custom content courseware system used throughout NASA

Learners have desktop access to training information and courses. For the e-Training transition, NASA selected the Plateau Learning Management System software, a comprehensive system which enables process standardization and provides timely, up-to-date information. Centers are able to identify training requirements, deploy learning and track its completion. The Plateau system also allows for tracking of certifications, assessment of competencies, online enrollment and testing, course catalogs and facility management.

Version 1.6

This is a replacement of, not a supplement to, all previous versions of the *SATERN Rules and Process Guide for Administrators*.

LMS Implementation Phases

The LMS will be implemented in several phases. The focus in Phases I & II was to configure and launch the system, replace legacy systems (SOLAR, NORS, and AdminSTAR), and provide functionality to support Online and Classroom courses, Training Record Keeping, e-learning Delivery and Management and Enrollment & Scheduling Management. Additional features and functionality such as competency management and individual development planning will be configured in later phases as depicted in Figure 1.

PHASE I & II	PHASES III

- Online and Classroom Courses
  ○ Training Record Keeping
  ○ e-Learning Delivery and Mgmt
  ○ Enrollment and Scheduling
  ○ External Training
  ○ Curricula and Certification
- Online Registration – NORS Centers (Optional for other Centers)
- FPPS Interface
- Training History
- Training Evaluation – surveys
- Migration of Items and custom content
- Archiving of Data
- Discontinue use of Legacy Systems
	- Library Management
	- Competency Management
	- Individual Development Planning
	- Vendor Courses
	- Center Certification Systems

Figure 1: *LMS Implementation Phases*

Business Rules Defined

A business rule is defined as guidance that there is an obligation concerning conduct, action, practice or procedure within a particular activity. Business rules are used to govern activity outside the system and / or describe standard Agency practice when using the system.

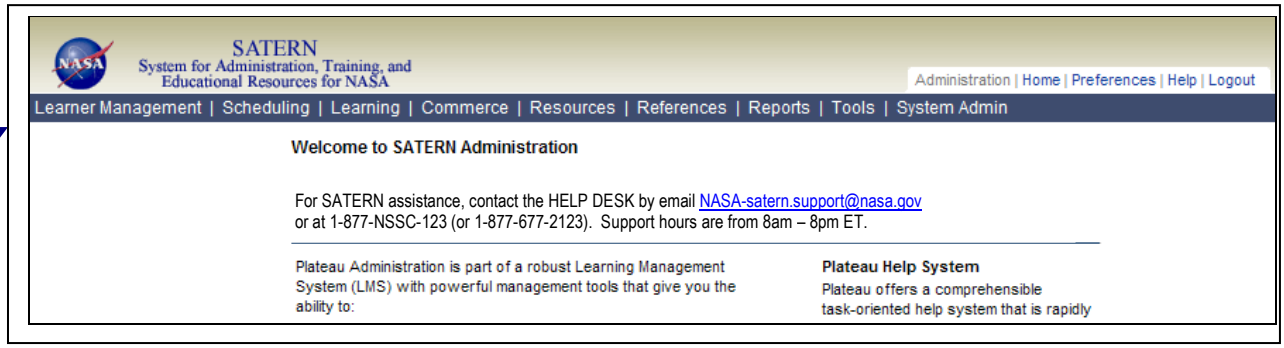
Rules are important because the NASA SATERN Administrative community is self-governing and ultimately, the efficiency and integrity of SATERN is the responsibility of Center and Discipline SATERN Administrators.

How to Use this Document

The Process Guidebook is meant as a reference that enables SATERN Administrators to understand and easily identify specific guidance that is required by NASA. The document is arranged by functional subject area, based on the structure in SATERN. Administrators can refer to the table of contents, the list of rules in each section or to the index at the end to easily find the information or topics. Process flows and screen shots are provided where applicable to describe functionality. This document is not a training guide. It is assumed that Administrators using this guidebook have been trained on SATERN, are familiar with current Center processes, and are comfortable performing the functions in the system for which they are authorized.

SATERN Business Rules and Process Guidance

With the exception of the Global section below which applies to the entire system, the sections of the document follow the **top navigation** found in SATERN so Administrators can refer to the guidebook alongside the application, as needed.



Each ***situation*** is followed by the NASA ***Business Rule, Process or Guidance***.

Global

Global rules for SATERN apply to the system as a whole.

NASA Official Use Only

Situation: NASA systems are for the official use of NASA employees and contractors. SATERN is the Agency system to record and manage NASA Training and Development events. While some training events could be considered important to a Learner, it is important that the system is used for official use only.

> **Rule**: Record only training events that were paid for by NASA or were attended during NASA working hours.

Data Entry and Data Consistency

Situation: SATERN does not fully enforce data consistency in free-form fields; other fields use drop-down reference tables where only pre-defined choices are allowed. Ensuring that NASA data is clean and consistent has many benefits: Learners see an interface that is uniform and easily readable and reports contain clean and complete data. Administrators must take responsibility for adhering to detailed data entry rules.

> **Rule:** Administrators shall use the following naming conventions when entering data:
>
> 1. IDs (except User-ID) can consist of letters and numbers and shall be entered in upper case with dashes where spaces would be (e.g. ARC-SAFETY). All domain specific IDs shall be prefixed with the Center's or Discipline's acronym (i.e., GRC-, JSC-, KSC-, ITS-, SMA-, HQ-, AG-, etc). If there is a need to have additional

spaces in the ID, only dashes should be used (e.g. ARC-SAFETY-FIRE).

a. Catalog ID
b. Content Package ID
c. Content Object ID
d. Curriculum ID
e. Domain ID
f. Equipment ID
g. Exam ID
h. Item ID
i. Location ID
j. Objective ID
k. Question ID
l. Process ID
m. Survey ID
n. Facility ID
o. Material ID
p. Assignment Profile ID
q. Document ID
r. Instructor ID
s. Class ID
t. Community ID

2. Learner profile data shall be entered in upper case letters.
3. The following data shall be entered using all upper case letters:
    a. Course Titles
    b. User Defined Fields (custom fields)
    c. Learner and Instructor Names and Titles
4. When setting up facilities and locations, use upper case with dashes in the following format: CENTER-FACILITY-LOCATION. Facility means building and Location means room number. (Example: GRC-B15-R101).
5. All Descriptions shall be entered using a combination of upper and lower case letters.

External Course Coding

Situation: Center prefixes for External Training (Academic and Non-Academic External Training) items create a large data entry effort with little additional reporting benefit. The Center prefix in the coding format for External Training will thus be replaced with the prefix **EX**. Academic Courses will add the identifier **AC** to represent Academic Course prior to the Course Number or Catalog ID.

Rule:

- **Academic** External Course IDs will follow this coding structure:

  External Course Identifier (EX)-Academic Course Identifier (AC)-Vendor Acronym-University Course Number or Catalog ID

  Example of Academic Course ITEM ID:

  Course title: Urban and Regional Planning held at the University of Maryland
  Catalog ID: URSP662
  SATERN ITEM ID: EX-AC-UMD-URSP662

- **Non-Academic** External Course IDs will follow this coding structure:

  External Course Identifier (EX)-Vendor Acronym-Vendor Course Number or Catalog ID

  Example of Non-Academic Course ITEM ID:

  Course title: Basic Staffing and Placement held at the Graduate School, USDA
  Catalog ID: STAF7000D
  SATERN ITEM ID: EX-GSUSDA-STAF7000D

NOTES:

1. Vendor Acronyms for academic institutions will be the generally accepted list currently used in the Training Offices. Vendor acronyms for companies or other non-academic institutions will be derived by using the first letter of each word in the company name.

2. Where no Course Number or Catalog ID exists, use the first letter of each word in the Item Title.

For reports on non-academic training activities, Administrators can use the SOURCE ID and ACADEMIC CREDIT CODE fields to generate the records they need.

Deactivation of Agency Mandatory Courses

Situation: Agency mandatory courses (e.g., *No Fear)* are often automatically assigned to new hires by Centers. If a course is deactivated, learners are unable to access the course.

Therefore, the following business rule ensures that Center Administrators receive a communication before the course is deactivated.

Rule: When a course owner decides to inactivate an Agency mandatory online course within SATERN, the following process must be followed, unless a deviation is agreed upon by the SATERN Executive Committee (EC) and course owner:

1. The course owner will notify the SATERN Course Development team (currently William Rydbom) and the NSSC (Steve Bliss).
2. The course owner will pick a deactivation date that will be no less than three (3) working days from the date of the communication to the parties listed in step four.

3. If the course owner wants a specific communication to be sent out, they will attach that communication to the message sent to the parties listed in step one.
4. The NSSC will send the communication to those within the Centers that they think need to know within 24 hours of receipt of the communication from the course owner. The course owner will notify any of their key stakeholders that they think need to know.

Assignment Types for Federally Mandated Training

Situation: Without clear guidance to Content Owners and SATERN Administrators regarding when an item should be assigned an Assignment Type of mandatory, courses are incorrectly classified, leading learners to be misinformed of their training requirements.

Rule: The mandatory Assignment Type should be assigned only to courses that have been approved through the formal federally mandated training vetting process. Approved courses will have been vetted by the Office of Human Capital Management and the Office of General Council, and will meet the Office of Personnel Management definition for federally mandated training. No other courses should be labeled as mandatory. Once an approved course has been given an Assignment Type of mandatory, the SATERN Administrator should not override the Assignment Type without prior approval from the Content Owner.

Mandatory Fields

There are two types of mandatory fields in SATERN. The first type is fields that are required for the software to work properly, for example, every Learner must have a Learner ID and a Domain. These fields are identified in the system with red asterisks so that Administrators are reminded to populate those fields.

The second type is fields that NASA has determined are required to achieve usability, data integrity and reporting needs. For example, the Transition Team determined that the Description field in the Item Record be made NASA-mandatory. This is an optional field in SATERN, but it should be made mandatory to ensure that Learners have a clear understanding of the resources that are available to them to make informed decisions.

NASA must comply with mandatory OPM requests for training information. In order to satisfy specific reporting requirements mandated by OPM, NASA will use Custom Fields, also referred to as Custom Columns, to capture NASA-specific information that would not otherwise be possible if the SATERN software were implemented without customization.

The SATERN Custom Fields were determined during the configuration sessions for Phase II. Filling in the Custom Fields is mandatory, based on the OPM requirements. The first 16 Custom Fields are required to comply with OPM mandates and the next five vary by Center.

Situation: NASA's compliance, usability, data integrity and reporting needs will not be met if Agency-wide guidelines are not established to provide a common understanding of entering data into SATERN. Administrators must have guidelines on which fields must be populated

and what constitutes acceptable entries.

> **Rule**: Administrators shall populate the fields defined as NASA-mandatory fields and enter data outlined in the SATERN Data Definition Table of Acceptable Codes, when appropriate. (Note that the word 'mandatory' implies that the fields are highly recommended and important to NASA in many ways and administrators should do everything they can to ensure that the fields contain appropriate values.) Zero (0) and None are acceptable values.

Appendix B contains the SATERN Mandatory Fields. This section contains screenshots where the mandatory fields are identified on the screens where they are located in the system. This will aid understanding by providing context for the field.

Appendix C contains the SATERN Custom Field Data Definition Table that contains the Custom Field data elements, acceptable codes, descriptions and guidelines.

Learner Management

Learner Management refers to recording and managing information that pertains to Learners, such as profiles and Learner history.

Detailees

Situation: Detailees are employees on assignment away from their home Center who cannot view the catalog of the Center to which they are detailed. This is a special circumstance that requires definition.

> **Rule**: Since detailees will only have access to their home Center's catalog, they should work with the Training Administrator where they are detailed in order to find out about classes.

Other Center Training

To maximize Civil Servant enrollment in onsite training, Centers frequently open their courses to employees at other Centers. In order to allow Learners to use the self-registration features in SATERN to request training at Centers other than their home Center, a specific process must be followed to allow Administrators to efficiently manage enrollment.

Situation: The detailed flow for the Other Center Training process is detailed in Appendix D. However, there are two rules that when used together, support the process for Other Center Training. The first is to make mandatory the use of a Center prefix for the Facility Description field.

> **Rule:** Administrators shall add the Center prefix to all Center Facility Description fields.

The second is to use a four-step approval process that has been created specifically to address the Other Center Training scenario with the last step in the chain being the Host Center Training Office role.

> **Rule**: Administrators shall use the four-step Supervisor / Training Coordinator / Training Office / Host Center Training Office Approval process whenever they wish to make a course available to Learners from other Centers.

Contractor Policy

If approved to do so, Contractors are able to utilize SATERN to self-enroll in Scheduled Offerings given the following circumstances that enable Contractors to do so:

- There is a contractor sub-domain at each Center.
- Contractors will be able to launch online courses and enroll in onsite Scheduled Offerings according to their Center policy. [Note: System functionality allows Centers the flexibility to prioritize civil servants ahead of contractors using the waitlist.]
- Contractors are will be given a unique USER-ID written as C-USER ID. As a result, Administrators that wish to control the enrollment of contractors may easily see the difference and take action accordingly.
- To ensure system integrity, the ability for approvers to see that a Learner is a contractor during the approval process (on the approval screen on the Learner side) is available.
- Existing active contractor records will come over as part of the normal data migration activities. New contractor accounts will go into a specially created 'New Account domain' so that they can self-register and Administrators can retain control of their domain assignment. Note: Certifications will continue to be tracked as before. However, contractor companies will not be able to see or manage certifications as before.

Special circumstance: IPAs

Situation: There are a limited number of people working under the Inter-Governmental Personnel Act (IPAs) across the Agency. IPAs are contractors filling a civil servant role. Like other contractors, IPAs will be able to self-register for Scheduled Offerings. However, in their capacity as a civil servant equivalent, they should be given the same priority as civil servants for selected Scheduled Offerings.

> **Rule**: IPAs should work closely with the training office to ensure the training office knows their status so that their role as a civil servant is taken into consideration when enrolling in Scheduled Offerings.

Reporting in the Contractor Domain

Contractor Training Coordinators are company representatives that are responsible for the training of the contractors in their company. They are the first line of support for contractor employees and are frequently located in the Training Office at the Center.

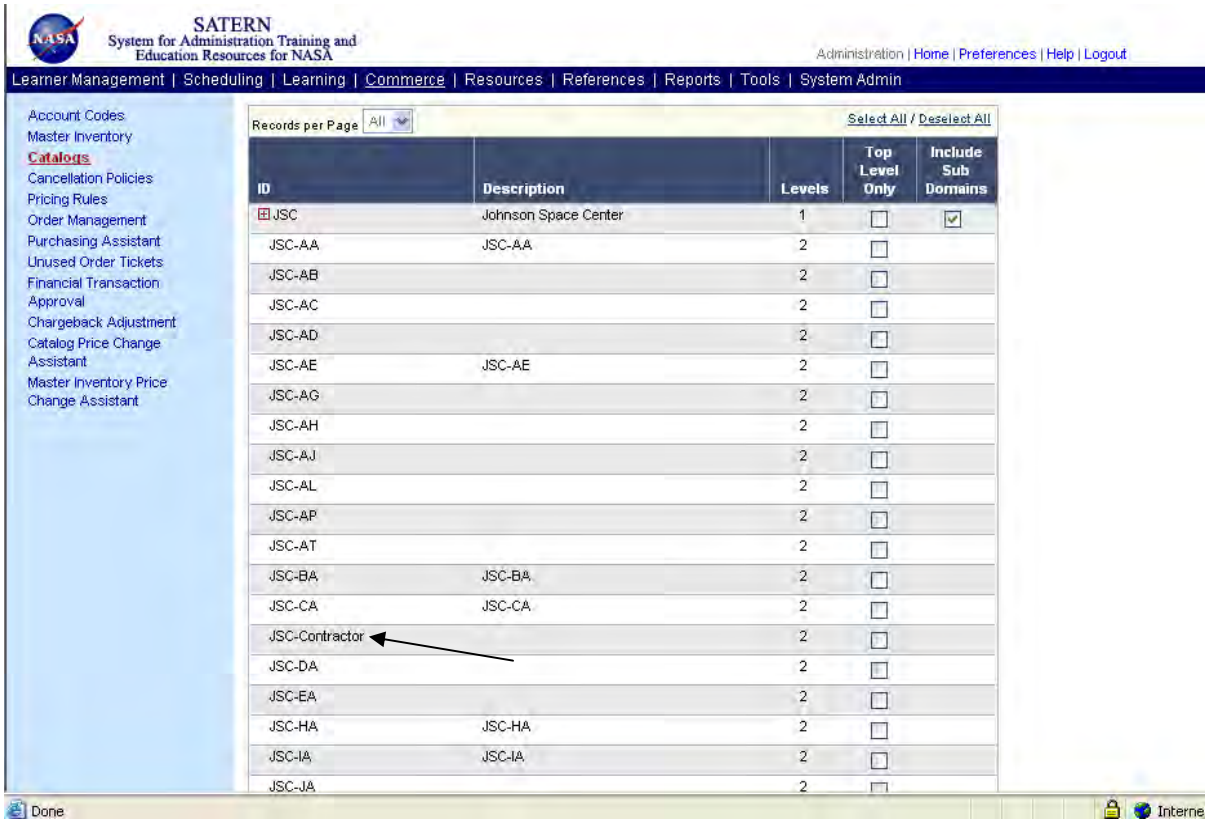
Reporting on the Contractor domain at a Center was initially restricted to the Training Office. There was concern that a since Contractor Training Coordinator could see the Training History of any contractor employee, including contractors from other firms, an advantage may be given to that company.

After further review, no conflicts of interest or union issues have been identified. The SATERN Core Team has therefore updated the Contractor policy to allow Contractor Training Coordinators to have reporting rights into the Center Contractor domain in order to comply with NASA reporting, certification or training requirements.

Contractor Training Coordinators that wish to have reporting rights in the Contractor domain at their Center should make their request to the Level 1 Administrator at their Center or call the SATERN Help Desk at NSSC at 1-877-NSSC-123.

Contractor Process

Based on the policy statement above, each Domain contains a Contractor sub-domain as shown below (in the JSC Domain).



Contractor's access to Items and Scheduled Offerings is controlled through the creation of catalogs. Administrators that create catalogs can select the sub-domains of Learners that will have access to a catalog. If they wish to create a catalog exclusively for Contractors, they will select the Contractor sub-domain. Therefore, any Items or Scheduled Offerings that are placed in that catalog will only be accessible by Contractors. Or, an administrator can select the Level 1 domain, which will include all sub-domains under that top level domain (including Contractors). In this case, all Civil Servant and Contractor employees would have access to Items and Scheduled Offerings placed in this catalog.

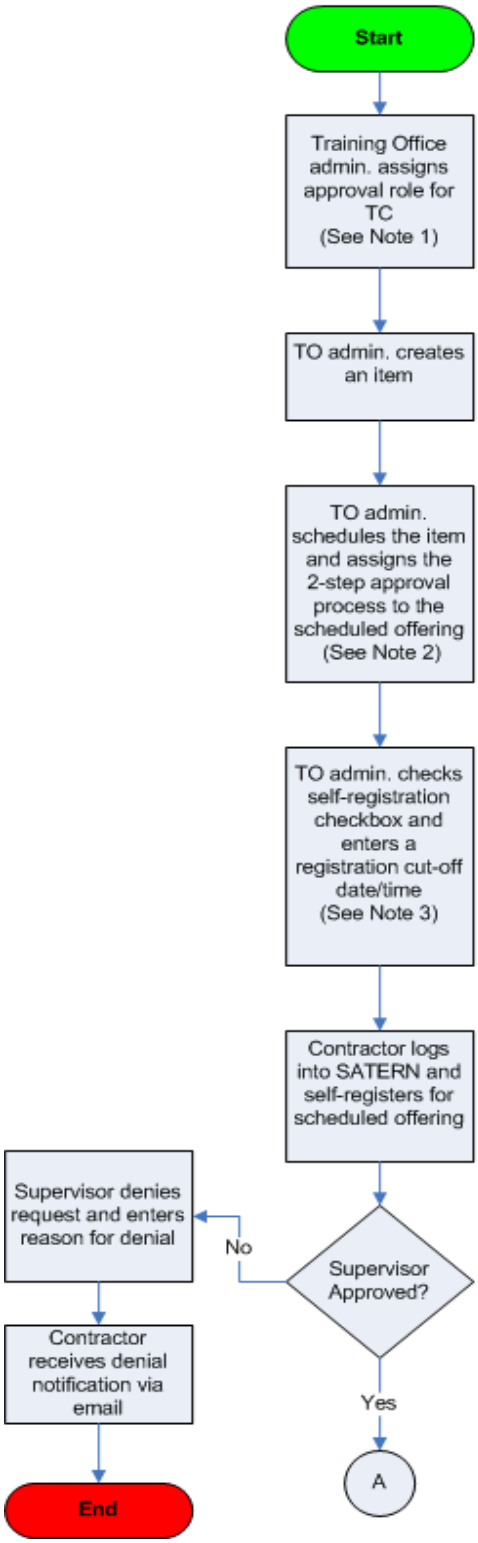
When the Administrator places a Scheduled Offering in a catalog that is accessible to Contractors, he or she will select the two-step Supervisor/Training Coordinator approval

process. It is important to note that when the Training Office sets up the Training Coordinator (TC) role, they assign the control domain for Civil Servants. For Contractors, the Training Office should set up one Administrator as the TC for the Contractor sub-domain so that all requests come to that one person. That person will hold all those requests until the registration cutoff date. If there are seats available in the offering at that point, they will approve enough Contractors to fill the course and then waitlist the remaining Contractors (done from the Administrator side of the system).

Account for Pending Civil Servants. You do not want to give a spot to a Contractor if the Civil Servant is in the approval process but is not enrolled yet. When any Administrator looks at the registration tab, they should assume that the Civil Servant Learners with a status of Pending are going to get into the course and then calculate the number of Contractors to enroll to fill the course.

The process flowchart shown below describes the process. Screen shot number references in the flowchart refer to the screen shots located in Appendix E.

Contractor Self-Registration 2-Step Super/TC



Note 1:

- The TO admin. assigns the TC approval role to the organization TC's that will be doing approvals for civil servants. (See Screen Shot 1)
- The TO admin. assigns a control domain to the organization TC. The org. TC will only be able to approve training requests for civil servants within the specified control domain. (See Screen Shot 2)
- The TO admin. assigns the Contractor TC approval role to himself or a person in the Training Office. The TO admin. should select the Contractor sub-domain as the control domain. (See Screen Shot 3)

Note 2:

- The admin. assigns a 2-step Super/TC approval process to the scheduled offering and checks the "Approval Required" checkbox. (See Screen Shot 10)
- The admin. places the scheduled offering into the center catalog so all learners within the sub-domains may self-register for it, including contractors. (See Screen Shot 6)

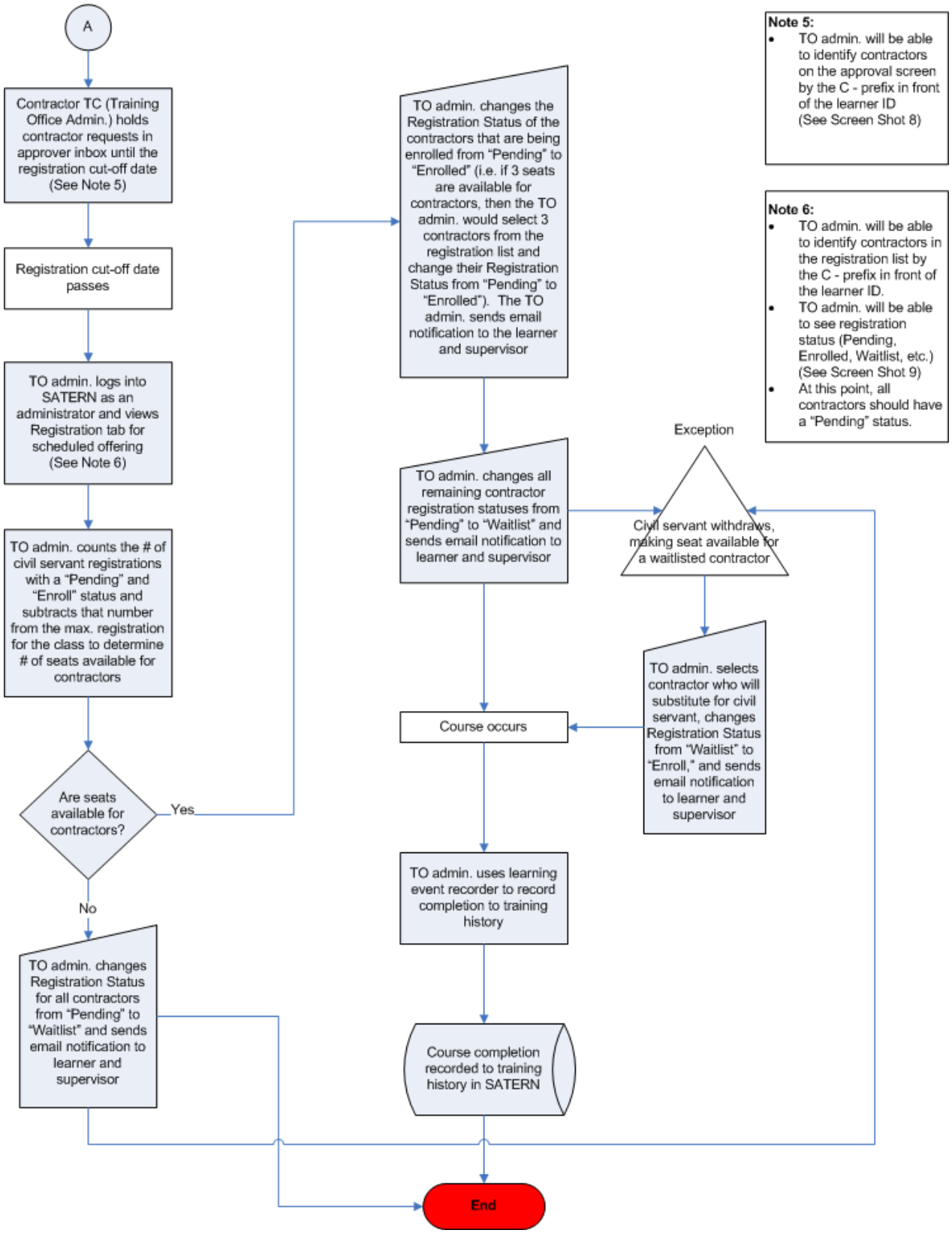
Note 3:

- The self-registration checkbox and the registration cut-off date/ time are located on the Registration tab of the Scheduled Offering. (See Screen Shot 7)

Legend

SATERN Process

External Force/Process


A
Contractor TC (Training Office Admin.) holds contractor requests in approver inbox until the registration cut-off date (See Note 5)
Registration cut-off date passes
TO admin. logs into SATERN as an administrator and views Registration tab for scheduled offering (See Note 6)
TO admin. counts the # of civil servant registrations with a "Pending" and "Enroll" status and subtracts that number from the max. registration for the class to determine # of seats available for contractors
Are seats available for contractors?
Yes
No
TO admin. changes Registration Status for all contractors from "Pending" to "Waitlist" and sends email notification to learner and supervisor
TO admin. changes the Registration Status of the contractors that are being enrolled from "Pending" to "Enrolled" (i.e. if 3 seats are available for contractors, then the TO admin. would select 3 contractors from the registration list and change their Registration Status from "Pending" to "Enrolled"). The TO admin. sends email notification to the learner and supervisor
TO admin. changes all remaining contractor registration statuses from "Pending" to "Waitlist" and sends email notification to learner and supervisor
Exception
Civil servant withdraws, making seat available for a waitlisted contractor
TO admin. selects contractor who will substitute for civil servant, changes Registration Status from "Waitlist" to "Enroll," and sends email notification to learner and supervisor
Course occurs
TO admin. uses learning event recorder to record completion to training history
Course completion recorded to training history in SATERN
End
Note 5:
TO admin. will be able to identify contractors on the approval screen by the C - prefix in front of the learner ID (See Screen Shot 8)
Note 6:
TO admin. will be able to identify contractors in the registration list by the C - prefix in front of the learner ID.
TO admin. will be able to see registration status (Pending, Enrolled, Waitlist, etc.) (See Screen Shot 9)
At this point, all contractors should have a "Pending" status.

An important part of the flow is the role of the Supervisor. In the Federal Government, the COTR has the responsibility for all Contractors working on contracts that he or she manages.

Contractor Training Policy

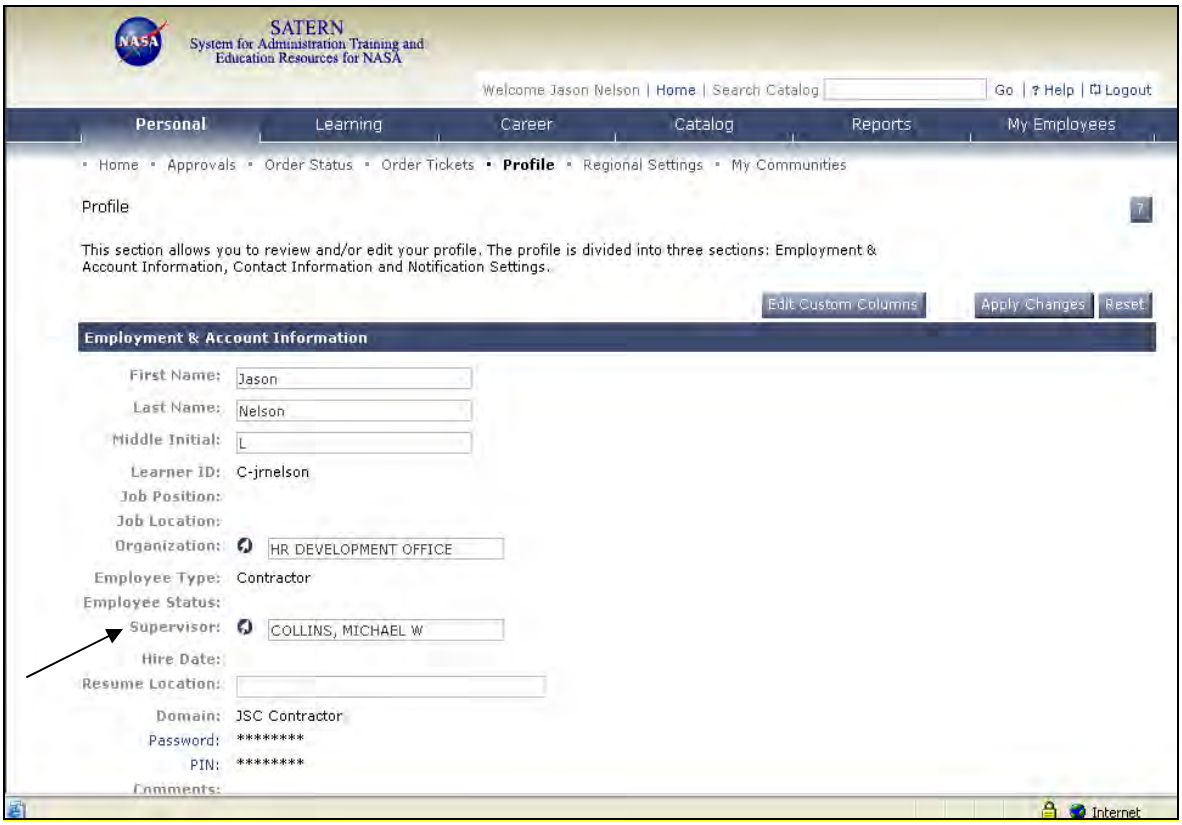
NASA Policy Directive 3410.2E Section 1.h. reads: "Permit NASA contractor personnel to attend authorized and scheduled NASA training, provided that space is available and such attendance does not deny Government trainees the training. The training must be necessary for Government purposes. The authority for training of contractors is not in training law; it is in the authority to administer contracts. Contractors may only be trained in skills that they are not required to bring to the job. It may be permissible for NASA contractor employees to attend sessions under these guidelines without directly reimbursing the Agency if there is a benefit to the Agency or a governmental interest for such attendance."

Only the COTR, the government's responsible official, can determine whether sending the contractor to training for a billable hour, rather than working that billable hour, is the best use of NASA funds, a benefit to the Agency, or in the government's interest.

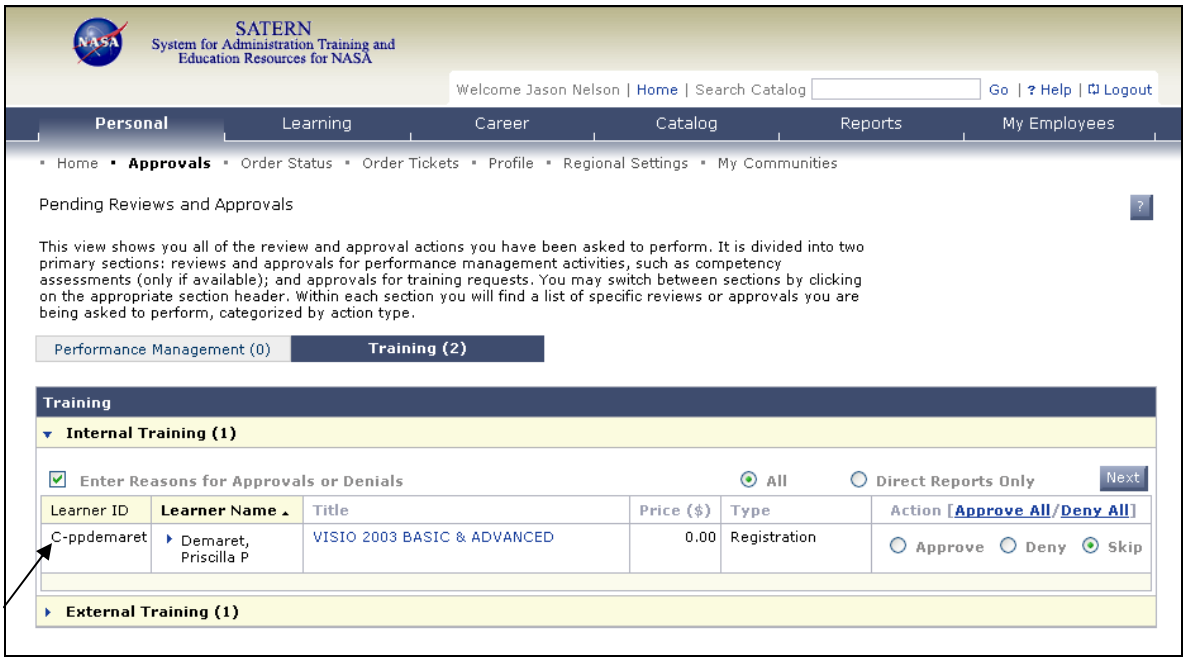
Note that the SATERN Supervisor is only an Approval Role used to automate approvals during the self-registration process. SATERN is not the system of record for Supervisors.

Rule: All Contractors shall select their COTR as their Supervisor if they wish to self-register for onsite training at NASA. This can be updated in the Learner Profile as shown below.

The screen below shows the Learner Profile where a Learner may update his or her Supervisor. Contractors need only fill in their COTR in this field for the approval process to comply with NASA policy and work correctly in SATERN.



Approvers will be able to distinguish between Contractors and Civil Servants by looking at the Learner ID on the approval screen. Contractors will have the C- prefix.



Center-Unique Learner Domains

Situation: Domains are important structural entities in SATERN and must be managed very carefully. In certain special circumstances, a Center may need to create additional domains for learners to satisfy a particular business need. Given their importance and the fact that only the SATERN Technical Team at NSSC can create new domains, a process is needed for requesting Center-unique learner domains.

Agency Process: When requesting Center-unique learner domains, Centers will follow the process outlined below:

1. A Center representative makes the learner domain request to the SATERN Help Desk at 1-877-NSSC-123.
2. NSSC personnel at the SATERN Help Desk write up the request and forward it to the members of the Operational Working Group/SATERN Governance (currently Dennis Conrad and Dan Costello) who represent the Office of Human Capital Management.
3. If the Operational Working Group/SATERN Governance approves the request for a Center-unique learner domain, the NSSC SATERN Technical Team creates the new domain in SATERN and informs the Center when the work has been completed.
4. The requesting Center has the responsibility of manually moving learners from the current domain to the new domain and maintaining the data.

Note: Since the Center SATERN Administrators will have to manually keep the data up-to-date in the new domain, the Center Level 1 Administrator should make the request to the NSSC. Also, there are no naming convention restrictions for Center-unique learner domains. Some Centers use an Organization Code of Z-0000 for learners that have special characteristics. For example, GRC has decided to use GRC-ARMY for the Army personnel at GRC.

Reorganizations: Another type of domain request is when a Center has a reorganization that changes Organization codes for learners at that Center. It is important to inform the NSSC at 1-877-NSSC-123 as soon as possible prior to the reorganization so that SATERN is ready to accommodate any new learner information that may be coming in from the weekly FPPS data feed.

Assignment Profiles

The Assignment Profile functionality provides a way to automate assigning Curricula to a group of Learners who share the same training needs. The Assignment Profile uses the common attributes of a group of Learners to assign Curricula. One useful way to group Learners at NASA is to assign training based on information contained in a Learner's Custom Fields. For example, if you wanted to push out training to all Supervisors, you can set up an Assignment Profile containing all Supervisors at a Center and assign a Curriculum to that group. In addition to being efficient, the group that you defined in the Assignment Profile is automatically updated as members of that group take on or lose a Supervisory role. SATERN will add or delete the Curriculum from the Learner's Learning Plan based on the code or codes you used when you set up the Assignment Profile.

Situation: It is desirable for NASA to utilize the Assignment Profile functionality, however, according to the Privacy Act of 1974, as amended, "disclosure of Agency records that contain individually identifiable information is prohibited." The Act restricts an employee's personal data to only those Administrators with a "need to know." SATERN currently contains individually identifiable information but that data is restricted to Level 1 Regional Administrators only.

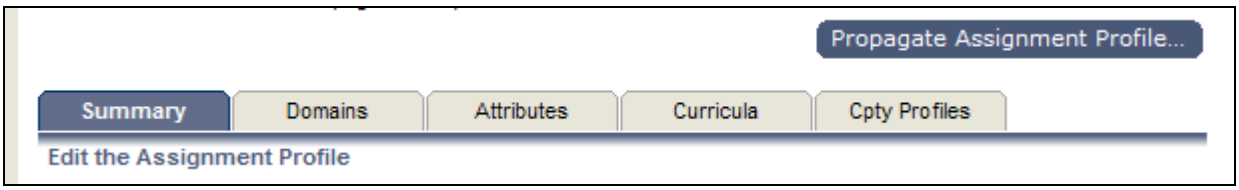
Normally, to add an Assignment Profile based on Learner custom column codes, Administrators would go to the Assignment Profile tab under Resources and follow the process: click "Add New", search for and select a group of Learners. To comply with the Privacy Act of 1974, however, the search custom fields functionality has been turned off for all Administrators and thus even Level 1 Administrators may not search custom fields to identify or group Learners. As a result, an Agency process is needed to enable Administrators to utilize the Assignment Profiles functionality while ensuring compliance with the Privacy Act of 1974 provisions.

Agency Process: To enable Administrators to utilize SATERN's Assignment Profile functionality in light of the Privacy Act of 1974 as amended, only SATERN Level 1 Regional Administrators will have the ability to preview the Learners that match the Assignment Profile. Level 1 Administrators can also use the Learner Reference Code Values table in the Appendix to select a group of Learners for use in Assignment Profiles where a referenced Learner attribute does not exist (i.e., NASA Class Code). The steps below contain SATERN screen shots that describe the process that can be used.

Step 1: Add a new Assignment Profile

A. Under References, click Assignment Profiles (AP). Then "Add New".

Edit the Assignment Profile according to the Tabs:



B. Add a Domain to the AP on the Domains Tab.

C. Add an Attribute or Attributes to specifically identify the group: Give the Group a number in the Group ID field and then select the Attribute (in our example, Supervisory Status) from the drop down box. Click Apply Changes.

D. Select "Values" for the Attribute, refer to the Learner Custom Fields Reference Code Values for code definitions, and add an attribute value. You can also click add one or more from list to view a list of values. Click Apply Changes.

Note: Some of the values for a given attribute are not contained in SATERN. Refer to the Learner Custom Fields Guide to Human Resources Reporting located in Appendix C. This document contains the allowable values for each Learner Custom Field. Level 1 Administrators can refer to this document when creating an assignment profile or for reporting on the Learner custom fields. Click "Return to the Main Attributes Page".

Step 2: Verify your Group of Learners

Scroll down and see the "Learner Tools" Section. Select "Assignment Profile Learner Preview" to preview the Learners matching your defined profile. (Note: Only Level 1 Administrators have access to the "Learner Preview" button.)

Step 3: Add a Course, Curriculum or Competency Profile to the Group you defined in the Assignment Profile:

Administrators add a curriculum to the Assignment Profile just as they would assign a curriculum to a Learner. The only difference is that they should click the "Propagate Assignment Profile…" button instead of assigning it to the Learner's Learning Plan.

Learners Recording their own Learning

Guidance: Any Item that is self-paced or outside SATERN that the Center wants to place in the catalog can be made available to Learners to record to their Learning History after completion. Examples would include On-the-Job Training (OJT), reading a book or document, or watching a video. To enable the ability for Learners to record their own learning, Administrators should be sure that Item is in a catalog and then check the box "Learners can record Learning Events for themselves."

Scheduling

Scheduling management is the process of creating Scheduled Offerings for Instructor-led Items or Activities.

Learner No Show

Situation: There will be instances where a Learner does not show up for training. The Administrator needs to indicate this in SATERN since SATERN cannot know if the Learner attended the training.

> **Rule**: If a Learner does not show up for training, administrators shall change the Learner's registration status from ENROLL to NO SHOW.

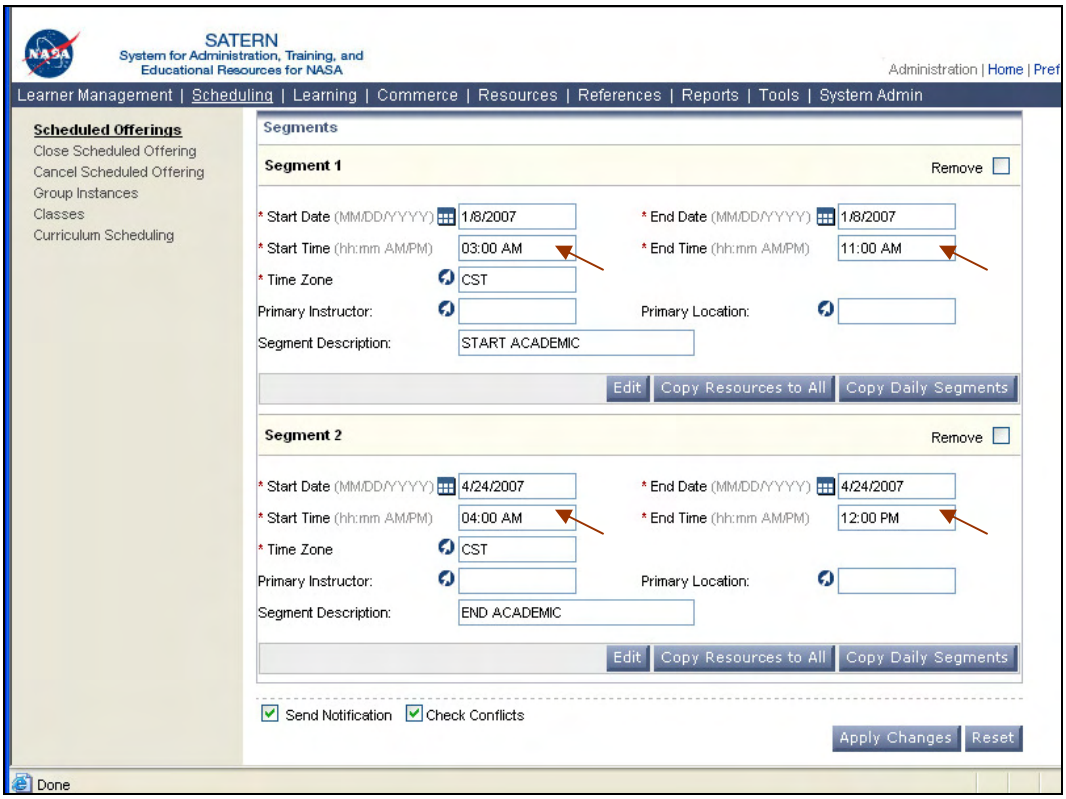
Change the Learner's registration status on the Registration tab of the Scheduled Offering prior to recording the learning event. This takes the Learner off the roster for the Scheduled Offering and does not record a training completion to the Learner's history.

Segments for Academic Courses

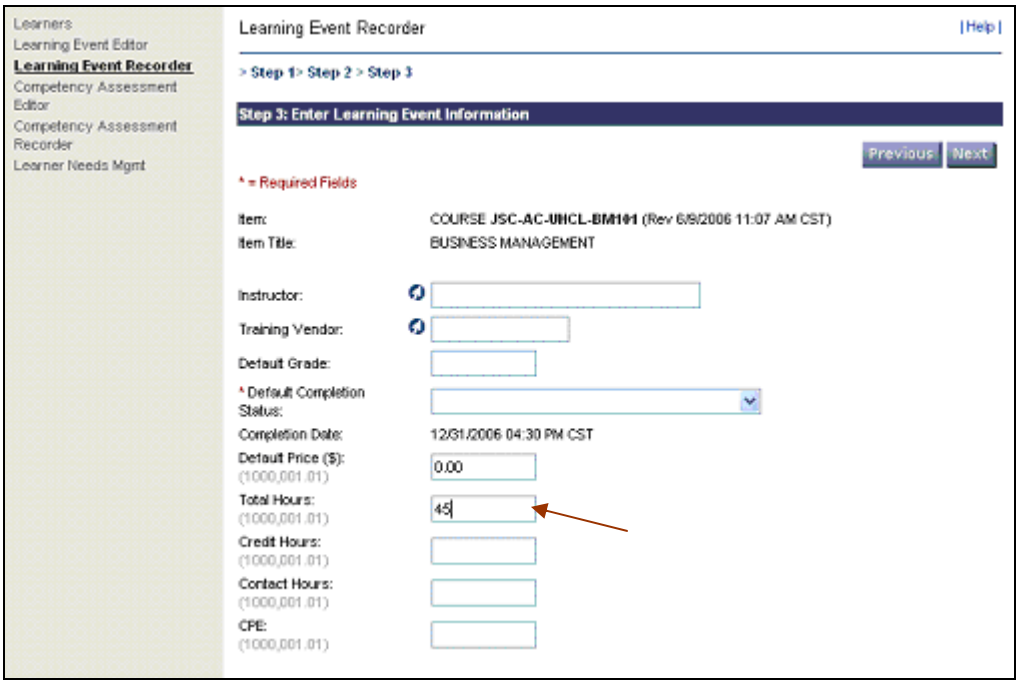
Situation: Learners that enroll in and complete academic courses are typically granted 45 total hours credit for the semester. In SATERN, creating a 45-hour Item causes a confusing arrangement of dates and information on a Learner's Learning Plan. A process is needed so that Administrators can avoid confusion and still ensure that Learners get appropriate credit for the course in his/her Learning History.

> **Best Practice**: When creating an Item for Academic courses, do not set up any segments in the Item record. When you schedule the offering of the Item, allow the system to create a default segment of 8 hours. Add an additional 8 hour segment. Within the first segment, enter the actual start date of the course in both the Start Date and End Date fields (this will ensure that the correct Start Date appears to the Learner on his/her Learning Plan). Within the second segment, enter the actual end date of the course in both the Start Date and End Date fields (this will ensure that the correct End Date appears to the Learner on his/her Learning Plan). When recording the learning event, change the Total Hours field to 45 hours.

This screen shows where you would enter the Start Date and End Date when scheduling the offering for the course.



This screen shows where you update the Total Hours for the course in the Learning Event Recorder:



Segment Offset

Situation: Course duration is written to history based on the segment time that is entered. For a full, eight-hour day, if Administrators do not exclude the lunch break, the break will be included in official course time recorded to the Learner's history.

> **Rule**: When scheduling an eight-hour day, enter two four-hour blocks/segments with a half-hour for lunch so that only 8 hours is recorded. This is referred to as a 'segment offset'.

Though it is included in basic SATERN training, it is important to remember to schedule the offering using a 'segment offset' when scheduling an eight-hour day.

Resolve Resource Conflicts Outside the System

Situation: Error messages prevent conflicts in the system and assist the work of the Administrator, but SATERN does not have the functionality to resolve the conflict within the system. Since Centers use differing methods for scheduling resources Agency guidance is required.

> **Rule**: While SATERN will provide an error message if instructors or locations are double-booked, Administrators shall ensure the availability of resources outside the system prior to scheduling them in SATERN.

Scheduled Offering, Calculating Per Participant Cost

> **Rule**: When calculating per participant costs for courses, Center and Discipline Administrators should account for training costs associated with all attendees, including civil servants and contractors.

For example, if a course costs $100, and eight (8) civil servants and two (2) contractors attend, the per-participant cost would be $10. Note that if a contractor is charged separately for the course, then the cost for that contractor would be zero (0) and the total cost of the course would be divided among the remaining participants.

Situation: If a vendor is charged separately, the administrator should "zero out" the cost to them. In this situation, the administrator maintains the original amount. Using the same example as above (total cost $100, eight civil servants, two contractors, but one contractor pays for the class), the administrator shows $11.11 for nine attendees and $0 for the one contractor.

Scheduled Offerings for NASA Safety Training Center (NSTC)

Situation: NSTC Items have been created and placed in the SMA domain. All NSTC Items have been given an Item ID that begins with SMA-SAFE-NSTC- followed by a number. To prevent duplication of Items and to ensure accurate reporting on completion of NSTC Items, two rules must be followed:

> **Rule**: Administrators should <u>not</u> create their own NSTC Items and place them in their Center's domain.

Rule: Administrators should schedule the NSTC Items that are in the SMA domain and should place those Scheduled Offerings in the SMA domain.

Situation: To maximize enrollment into NSTC offerings, all NSTC Items and Scheduled Offerings appear in the NASA catalog. In cases where NSTC offerings enable self-registration, Learners must know the Center at which the offering is taking place when they are viewing the offering in the catalog.

Rule: Administrators shall add the Center prefix to all Center Facility Description fields. This rule is also cited in the business rules for **Other Center Training**.

Situation: SATERN is able to check for conflicts when assigning Instructors to a Scheduled Offering. In order for this process to work, Centers must ensure that they are scheduling the Instructors that have been created for the NSTC Items.

Rule: When Centers are assigning Instructors to an NSTC Scheduled Offering, assign the Instructors that have been created and placed in the SMA domain. All NSTC Instructors have the "SMA-NSTC" prefix in front of their Instructor ID.

Situation: The NSTC at Johnson Space Center is responsible for managing the shipment of course materials to all of the Centers. In order to help them gauge the number of materials to reproduce or order and to ship the appropriate number of materials to the Centers, they must have adequate lead time.

Rule: When entering a Registration Cut-off Date for an NSTC Scheduled Offering, the registration cut-off date must be at least 30 days from the Start Date of the offering.

Learning Management

Learning Management refers to the creation of content and courses in the system. In the past, Centers could use some fields to capture Center-only information. It is important to reiterate that the implementation of SATERN is at the Agency-level and thus all Centers must enter information the same way.

Domain Location for Items

Situation: With regard to adding Items to SATERN, an Administrator will not know whether to place the Item in the Center domain, the NASA domain or in the Discipline Domain.

> **Rule**: Agency discipline Items will be placed in the Discipline Domain and then added to a catalog when appropriate. When a Center has created or owns Center-specific training Items, those Items will be placed in the Center Domain, regardless of their relationship to discipline subject areas.

Custom Columns Data Entry

Background: NASA will use Custom Columns, also referred to as Custom Fields, to capture NASA-specific information that would not otherwise be possible if the SATERN software were implemented out of the box.

Filling in the Custom Columns is mandatory. The first 16 custom columns are required by NASA to satisfy specific reporting requirements mandated by OPM. The next five are required for NASA use and vary by Center.

The Custom Columns are shown below as they appear in the system:

Situation: With regard to filling in the mandatory custom column information, Administrators have two places where they can fill in this information: at the Item-level or at the Scheduled Offering level. Filling in the information at both levels would be inefficient because the information is redundant. In addition, there is no need to fill in the custom fields in the Scheduled Offering because they are copied from the Item when the Scheduled Offering is added.

> **Rule**: The custom columns are mandatory fields and must be filled in at the Item level.
>
> Therefore, administrators shall:
>
> - Enter the custom column information at the **Item** level for all Items.
> - Edit the Scheduled Offering custom columns that typically vary per Scheduled Offering (i.e. Per Participant Cost).
> - When entering the data, leave any free-form fields blank where you would enter a zero (0).

ON-DUTY and OFF-DUTY HOURS Field

Situation: As a free-form text field, the ON-DUTY / OFF-DUTY HOURS fields in the Custom Field list require standard Agency usage:

> **Rule**: Since the ON- OFF-DUTY HOURS field is a free-form field, administrators shall enter to the quarter-hour (.25 hour). (Examples: 1.25 hours or 1.75 hours.)

SOURCE ID Field

Situation: Reporting on external or internal training activity is enhanced by using the SOURCE ID field in the Item Record.

> **Rule**: Select INTERNAL for on-site training and EXTERNAL as the SOURCE ID for all off-site/external training.

The definitions for INTERNAL and EXTERNAL follow:

INTERNAL – On-site training coordinated by the Training Organization or Discipline for multiple employees, which may or may not include any cost. All NASA-sponsored web-based training (e.g., SkillSoft) is considered INTERNAL.

EXTERNAL – Off-site training – External Training provided to individuals or groups such as conferences, seminars, academic classes, etc. Usually requires the submission of a NF-1735.

Agency-wide Courses

Situation: Assigning courses to a Learner's learning plan is new functionality in SATERN. There is currently no Agency policy on who may put Agency-wide mandatory courses on the Learner's learning plan. The concern is that it could be overwhelming to the Learner if there is no policy that determines who is allowed to push training.

> **Rule**: SATERN Administrators in the Training Office are responsible for assigning mandatory Agency-wide training within SATERN. Administrators shall assign approved federally mandated training by adding the course directly to the learning plans of the impacted audiences or by assigning via curriculum. When mandatory training limited to selected audiences (i.e., not Agency-wide) is required, Disciplines will have the ability to push courses to that audience without the prior approval of the Training Offices.

Substitutes for Agency-wide Courses

Situation: SATERN allows Administrators to create substitute relationships with existing courses thereby granting credit for both courses to Learners. Since SATERN provides Agency-level reporting for Agency-wide courses, guidance is needed to ensure that the reports are accurate. In the past, Centers were not required to notify course owners when they allowed their Center's course to provide substitute credit for an Agency-wide course.

> **Rule**: Administrators must request approval for any desired substitutions with the course owner. The Course Owner is the person listed in the Item Record **Contact Email** field and is the person whom Centers should contact to apply for substitute status. (Course Owners know to whom in the Discipline leadership to take the request.)

After verifying approval for a substitute course, the Course Owner will add the substitute to the Agency-wide course. The Course Owner will notify the requesting Administrator whether the substitute has been approved and if so, when it was created within the system. It is important to note that Learners will get two items written to history with a substitute, so Reporters will have to learn how to run reports in a way that enables them to get an accurate count.

Commerce

NASA has decided not to use the Commerce functionality available in SATERN. However, NASA will utilize the Catalogs functionality contained in the Commerce section of the Administrator User Interface. Catalogs are mentioned frequently throughout this document but with regard to the Commerce section of SATERN, there are no Business Rules currently defined.

Resource Management

Resources are the objects, places, and people needed to provide training in an Instructor-led environment.

Working with Instructors

Situation: Instructors will not have access to the system. Therefore, it is important that Administrators know to work closely with instructors.

Rule: Since instructors do not have access to the system, it is the responsibility of the Training Office Administrator to provide instructors with the information they need. (If necessary, administrators can send e-mail notifications to instructors, copy them on rosters as Learners are registered, and provide other details.)

Domain for Instructors

Situation: Instructors are added to SATERN by Center Administrators in their domain. As a result, those instructors are only available to that Center. Guidance is required on how to create instructor records so that instructors are available to teach in any Center that required their services.

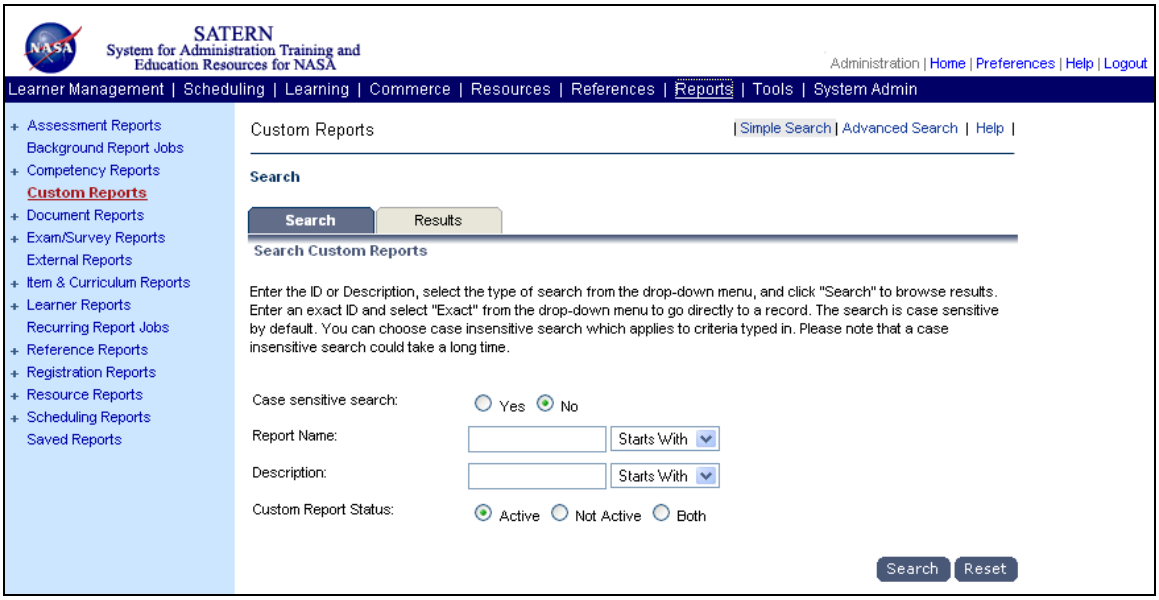
Rule: Instructors will be placed in the domain that uses their services, even though they will have multiple instructor IDs if they teach at more than one Center.

References

There are no Business Rules currently defined for the References section of SATERN.

Reports

The Reports section of SATERN is shown below. Standard SATERN reporting functionality addresses many general, NASA-internal and management-related reporting needs. The left navigation displays the standard reports that are available grouped by category.



Situation: While the standard reports available in SATERN do provide for excellent and easy-to-use reporting on a variety of areas, the standard reports do not include the NASA custom column data and are therefore inadequate as a replacement for NASA current reporting capability.

Agency Process: To address identified Center reporting needs not covered by the *standard reports* available in SATERN, *pre-defined custom reports* (defined as reports that have been custom developed and are ready for use) will be available. For reporting needs beyond these, Administrators may invoke the *exception process* whereby custom reports can be developed as needed according to the *1620 process*, currently in use for SOLAR and AdminSTAR.

Rule: Administrators will use the SATERN Report Process diagrammed below:

Note: *This section will be updated in the next version (1.7).*

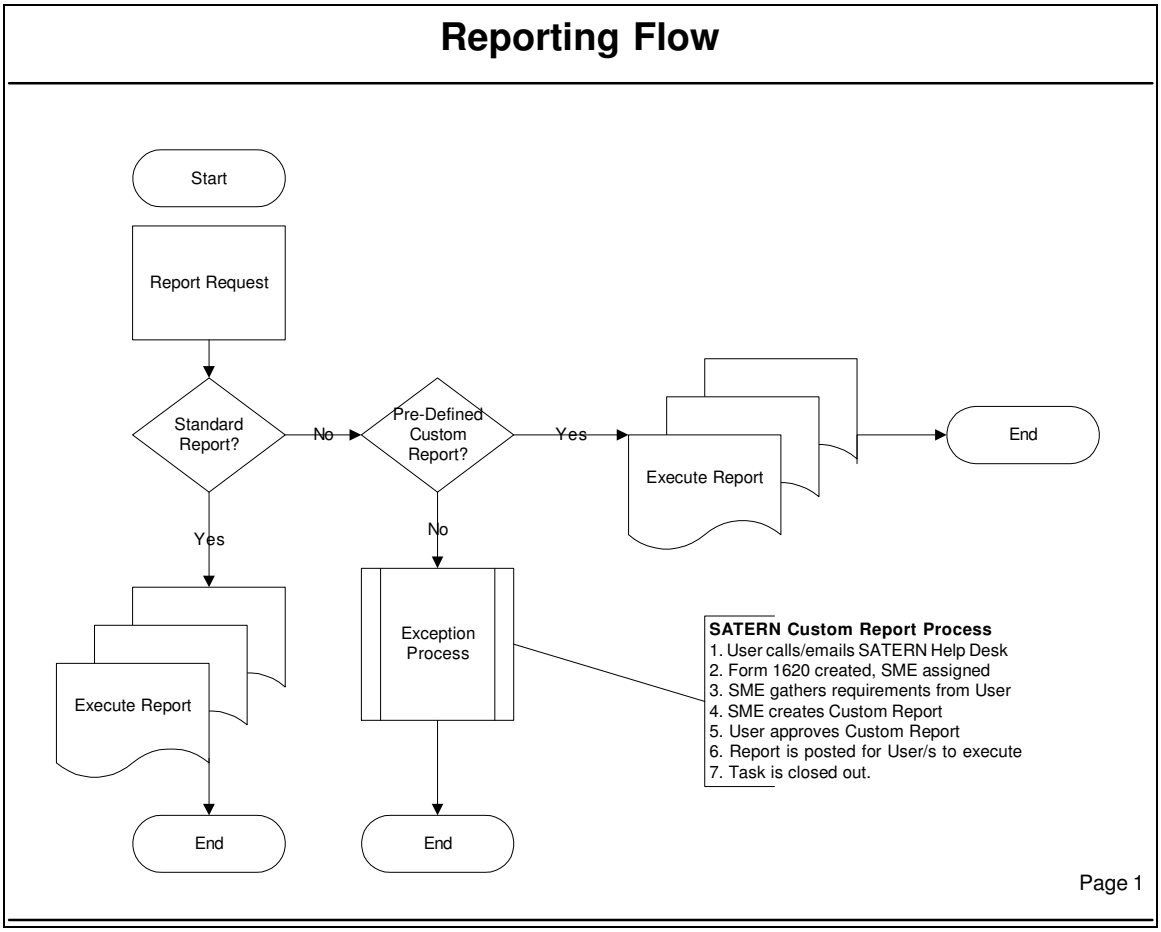


Chart 1: SATERN Agency Report Process

Since custom reporting can be achieved in SATERN and there are developers familiar with the schema and XML in-house as part of the SATERN Technical Team, custom report creation is available to NASA to meet its current and future reporting needs. The SATERN Technical Team will use BRIO in most cases to develop the reports, leveraging expertise developed for AdminSTAR.

The pre-defined custom reports on the following page are available (listed here by the tool in which they were historically accessed). The T40 reports in the first column are available in the T40 Reporting System 4.0 that is available to each Training Office. The BRIO reports are available in BRIO and are accessible by Level 1 Administrators. Both tools are available at https://adminap2.nis.nasa.gov/nsw. Contact the SATERN Help Desk at NASA-SATERN.Support@nasa.gov for access to T40 and BRIO reports. The SOLAR reports are available in SATERN as custom reports.

AdminSTAR	BRIO	SOLAR	Special Reports
▪ t40a – Permanent / Temporary Personnel / Minority Training Summary ▪ t40b - Employees Trained - By NASA Class Code ▪ t40c - Employees Trained - By NASA Pay Plan/Grade ▪ t40d - Training Instances - By NASA Class Code ▪ t40e - Training Instances - By NASA Pay Plan/Grade ▪ t40f - Training Cost - By NASA Class Code Block ▪ t40g - Training Hours - By NASA Class Code Block	▪ Training Hx by Learner ▪ Agency Courses not completed ▪ Agency History Extract Both ▪ Training Hx by Org ▪ Participant List by Course ▪ Agency Part. List by Sel. Crse ▪ Agency Course Cost ▪ PW Employees Trained ▪ Agency PW Train Instances TTD ▪ Agency PW Training Instances ▪ Agency TI by Mat Grouping ▪ Agency Learners by Ethnic/Org ▪ Agency PW Summary ▪ PW Summary ▪ Agency TI by Ethnic Orign/Org ▪ PW Training Instances ▪ Agency Sum of Comp Training ▪ Agency Training Hx by Org ▪ Agency PW Employees Trained ▪ PW Employees Trained TTD ▪ TI by Ethnic Origin and Org ▪ TI by Material Group/Handicap ▪ PW Training Instance TTD ▪ Agency PW Emp Trained TTD	▪ User Survey Report ▪ Incomplete Training Report ▪ Training Administration Report ▪ Module Report ▪ Test Effectiveness Report ▪ User Reports (Admin and Users) ▪ Modules Certified Report ▪ SME Query Report	▪ HQ Training BRIO 8 (Brio) ▪ NASA HQ Affirmative Employment (Brio)

Table 1: *Required pre-defined custom reports available in SATERN*

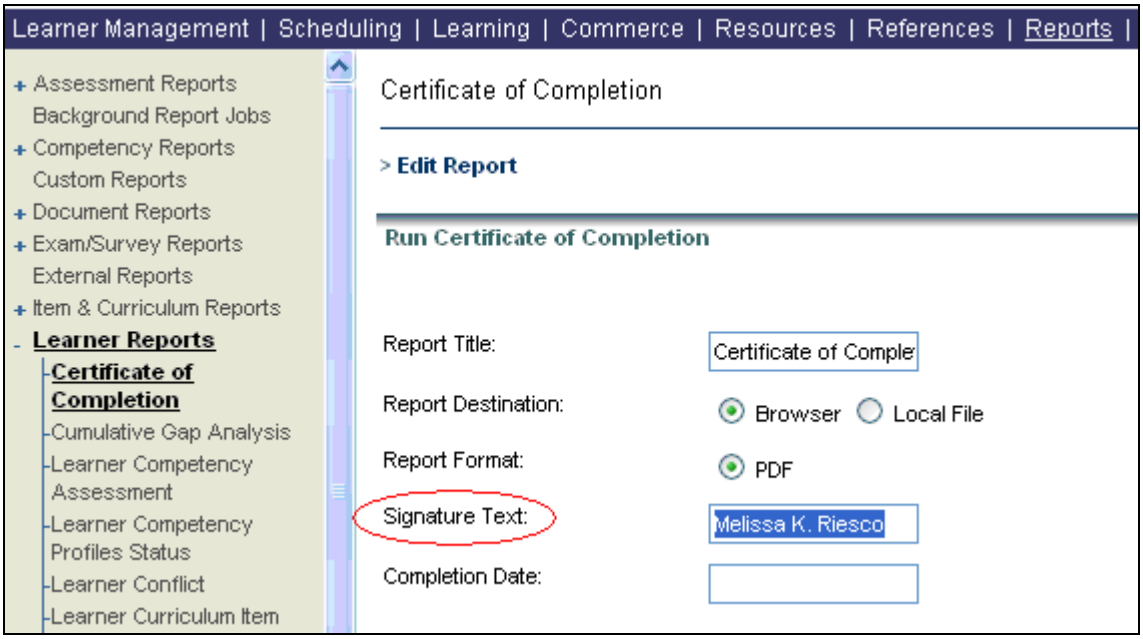
Working with Certificates: Update the Name in the Signature field on the Certificate

Learners can print Certificates after satisfactorily completing an online course or an instructor-led course. Whomever's name is in the Instructor field in history is printed on the Certificate in the signature section. If no Instructor is specified, SATERN defaults to Melissa K. Riesco, the Agency Training Officer, as the Signature Text.

There are two ways to update whose name appears on a Certificate when an Administrator would like to have the Instructor's name printed on the Certificate in SATERN.

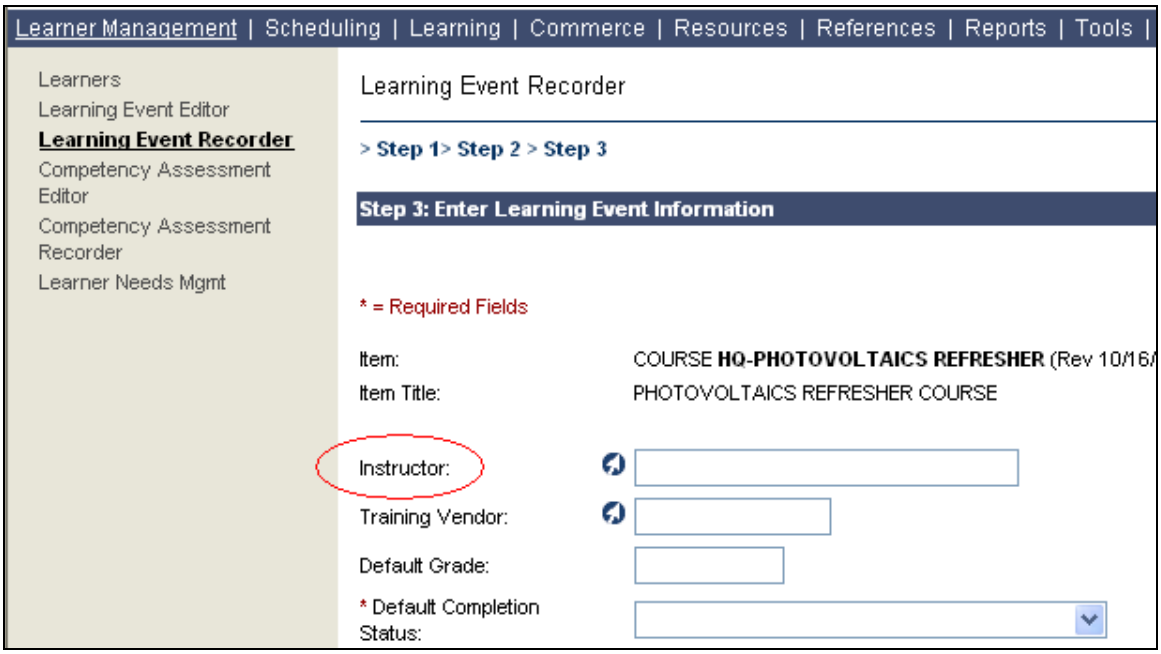
1. Reports > Learner Reports > Certificate of Completion

Administrators can print the Certificate as a report. Under Learner Reports, select Certificate of Completion. Since the Signature Text field defaults to Melissa K. Riesco, overtype this field with the name of the Instructor and print the Certificate for the Learner. This method only affects the printed Certificate and will not be saved to history.



2. Via the Learning Event Recorder

When recording the Learning Event, Administrators can enter the name of the Instructor and any other information that needs to be recorded to history. During Step 3 of the Learning Event Recorder, SATERN asks for an Instructor. If you specify an Instructor here, his or her name will be part of history and print on the Certificate. If you do not specify an Instructor here and leave the field blank, the name on the printed Certificate will default to Melissa K. Riesco.



Working with Certificates: Printing with Internet Explorer

In order to get reports to run correctly, you need to have your pop up blocker turned off (or allow pop ups for https://satern.nasa.gov) and your Internet Options set correctly. If you cannot get reports to save to the local drive or have problems trying to run PDF reports, try the following:

1. Go to Tools in the Internet Explorer Browser
2. Click on Internet Options
3. Click on the Advanced tab
4. Scroll down to the HTTP 1.1 settings
5. Put a check in the box that says use HTTP 1.1 through proxy connections
6. Click on Apply
7. Click on OK

To save the report to the local drive, turn the pop-up blocker off and then make sure you turn it back on once you have saved the report.

Tools

There are no Business Rules currently defined for the Tools section of SATERN.

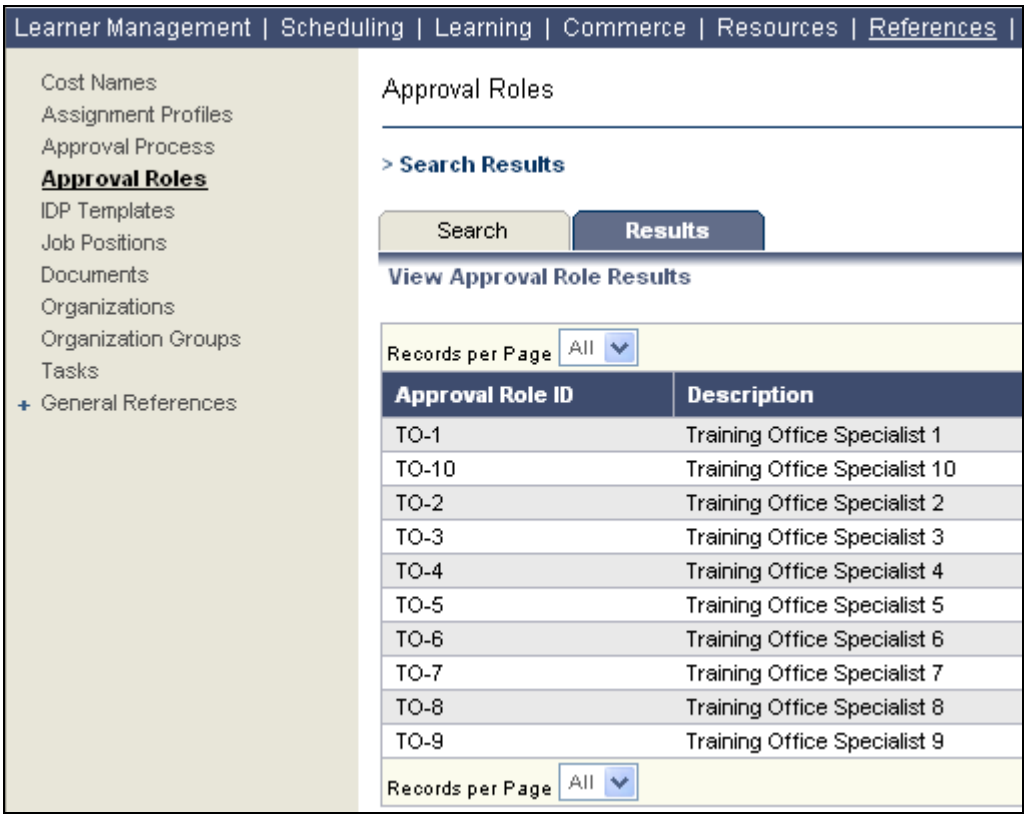
System Administration

Approval Role Management

To enable self-registration in SATERN, Administrators populate Approval Roles that correspond to steps in an Approval Process that they wish to use. For any Item or Scheduled Offering, an Approval Process can be assigned so that Learners can self-register for the course by automatically starting the appropriate approvals that are needed for attendance.

Administrators can identify all the potential Approvers in as one certain role; which means that each potential Approver listed as that Role receives an email when that step in the Approval Process is reached. In practice however, receiving emails that are not for you can be annoying.

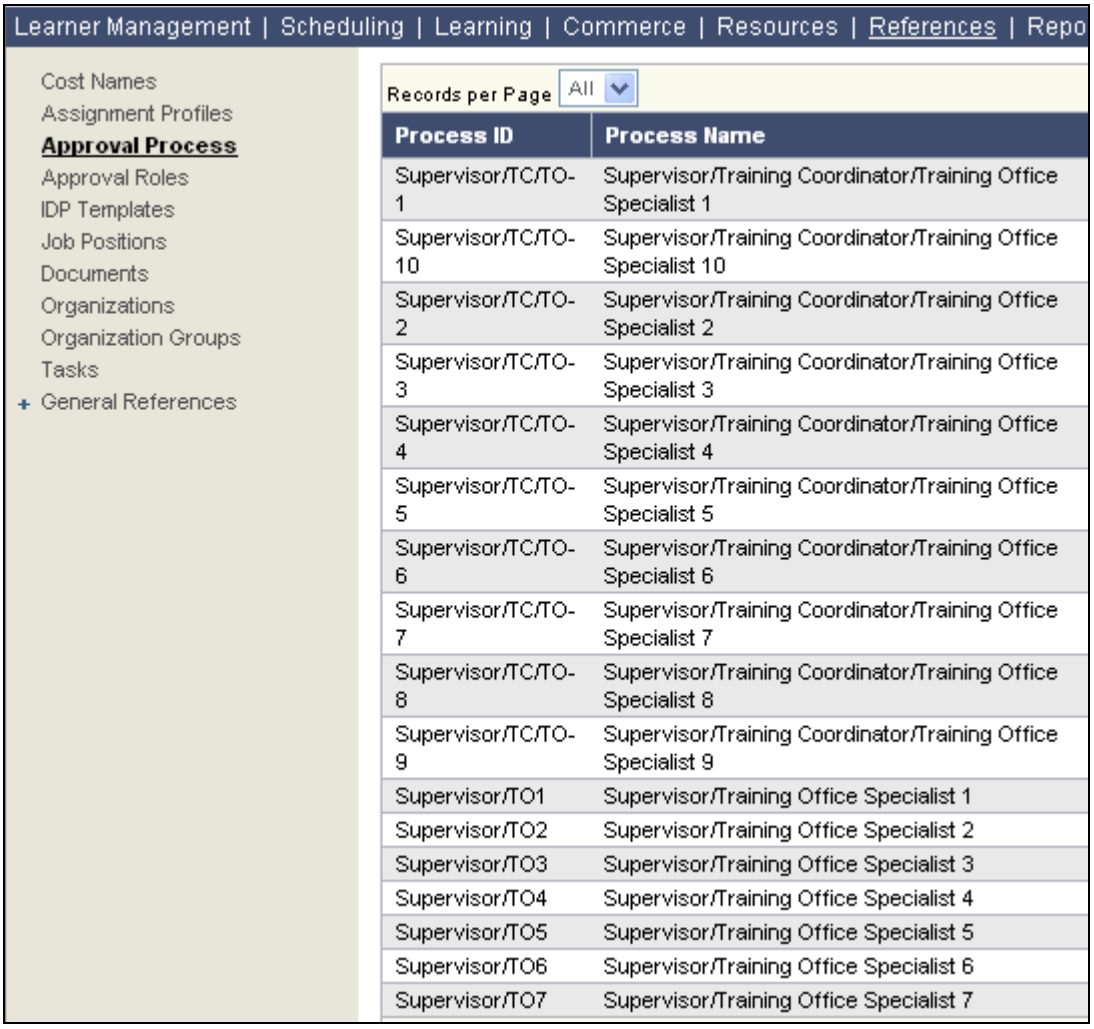
To enable additional flexibility for Administrators at the Centers that wish to more accurately identify the specific Approver/s that handle a certain course or type of course, the Approval Roles shown below were created. Now Center Training Offices can use 10 unique Training Office Specialist Roles for their staff, effectively eliminating approval requests that are not intended for them. The new Approval Roles are shown below:



As an example, if a Center uses the two-step Approval Process: Supervisor/Training Office Specialist, any Learner that self-registers for the Item or Scheduled Offering triggers an email to anyone that had the Learner's domain restriction and the role of Training Office Specialist. Using the above listed Approval Roles means that you can identify exactly who the correct

person is (up to 10) that should be approving enrollments for that particular Item or Scheduled Offering.

Remember that using these Approval Roles will only work if you select the Approval Process that contains the desired Approval Role that you have pre-populated. Also note that in addition to these new Approval Processes available to you, the previously defined Approval Processes are still available for use at your Center. The new Approval Processes are shown in the screenshot below.



Process ID	Process Name
Supervisor/TC/TO-1	Supervisor/Training Coordinator/Training Office Specialist 1
Supervisor/TC/TO-10	Supervisor/Training Coordinator/Training Office Specialist 10
Supervisor/TC/TO-2	Supervisor/Training Coordinator/Training Office Specialist 2
Supervisor/TC/TO-3	Supervisor/Training Coordinator/Training Office Specialist 3
Supervisor/TC/TO-4	Supervisor/Training Coordinator/Training Office Specialist 4
Supervisor/TC/TO-5	Supervisor/Training Coordinator/Training Office Specialist 5
Supervisor/TC/TO-6	Supervisor/Training Coordinator/Training Office Specialist 6
Supervisor/TC/TO-7	Supervisor/Training Coordinator/Training Office Specialist 7
Supervisor/TC/TO-8	Supervisor/Training Coordinator/Training Office Specialist 8
Supervisor/TC/TO-9	Supervisor/Training Coordinator/Training Office Specialist 9
Supervisor/TO1	Supervisor/Training Office Specialist 1
Supervisor/TO2	Supervisor/Training Office Specialist 2
Supervisor/TO3	Supervisor/Training Office Specialist 3
Supervisor/TO4	Supervisor/Training Office Specialist 4
Supervisor/TO5	Supervisor/Training Office Specialist 5
Supervisor/TO6	Supervisor/Training Office Specialist 6
Supervisor/TO7	Supervisor/Training Office Specialist 7

Caution: Administrators that wish to utilize these Approval Roles and corresponding Approval Processes should be sure to closely track who in the Training Office has which Approval Role Number to ensure that the Approval Process used is the correct one. Confusion and delay for Learners could result if a mistake occurs.

Note: If your Center would like to utilize other Approval Processes that are not currently defined in SATERN, you must call the Help Desk at 1-877-NSSC-123 to have those configured and created for use. As an example, if you have an Approval Process that incorporates two Approval Roles that aren't in a sequence that is currently defined in SATERN, the Help Desk

can create an Approval Process that will meet your business need. Keep in mind that Approval Roles and Approval Processes are available across the Agency, so be sure to check and see if your needs are met with the current configuration prior to calling the Help Desk.

Granting Administrator Access

Situation: Level 1 Administrators were set up for each Center for Go Live. The Level 1 Administrator is the only role that may create Administrator accounts for other Administrators. Guidance is needed that defines who may create which roles and the process for creating other Level 1s at the Centers.

> **Rule**: Level 1 Administrators may create lower level Administrator accounts for Administrators at their Centers but must notify the Program Office of the account that was created. If other Level 1 accounts are desired at a Center, Users must call the Help Desk with the request since any new Level 1 accounts must be approved by the Program Office.

Granting Discipline Administrator Access

Situation: Given Privacy Act constraints and domain controls in SATERN, only the Help Desk can create Level 8 and Level 9 Discipline Administrators. Since the Help Desk can neither verify nor authorize Discipline Administrative accounts in SATERN, Discipline Owner must be responsible for those tasks.

> **Rule**: Discipline Owners can authorize Discipline Administrator accounts in SATERN. Level 1 Administrators at the Center can also authorize and assign only the View Discipline Items role to their lower-level administrators at the Center.
>
> **Process**: Anyone requesting full Discipline Administrator Access must make the request to the Discipline Owner. Once the Discipline Owner verifies and authorizes the account, he or she will send an email to the SATERN Help Desk (NASA-SATERN.support@nasa.gov) requesting that the account be created. For those individuals that request an Administrator account directly from the Help Desk, he or she will be directed to the appropriate Discipline Owner for action.
>
> For those requesting the View Discipline Items role to search and view items, contact your Center Level 1 Administrator.

Support

As the SATERN Administrator community continues to work in SATERN, hold training courses, review business processes, and evaluate the system, there will be situations where a need for a business rule is identified. If you would like a situation considered by the Operational Working Group or have functional issues or concerns, please contact Dennis Conrad at Dennis.C.Conrad@nasa.gov.

For technical support, Administrators and Learners may call the SATERN Help Desk at 1-877-NSSC-123 (1-877-677-2123).

Administrators continue to have access to a SATERN training sandbox for self-paced exercises. The sandbox remains valuable because it allows Administrators to identify and

analyze changes to their business processes without making changes to the production system.

Also be sure to check out the SATERN Informational website at https://saterninfo.nasa.gov for more information for Learners, Supervisors and Administrators.

Acknowledgements

The Business Rules Sub-team is grateful to the following people for dedicating themselves to ensuring that SATERN meets or exceeds NASA requirements: Chris Carlson, Cassandra Clark, Dennis Conrad, Dan Costello, Wil Harkins, Sean Hoover, Rebecca Lewis, Dan Mangieri, Gregory McHugh, Jason Nelson, Patricia Pahlavani, Natalie Pastorin, Yvette Robinson, Julia Williams, Marisa Wofford, and Steve Worley.

In addition to the Business Rules Sub-team, others participated in sub-teams that focused on major issues that affect SATERN including the Evaluation, Reporting, External Training, Library Management, Notifications and Contractor sub-teams. Thank you for your energy and efforts.

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Appendix A: NASA FORM 1735 (NF-1735)

National Aeronautics and Space Administration

Request, Authorization, Agreement and Certification of Training

Tracking Number

Section A - TRAINEE INFORMATION

1. Applicant's Name: Pastorin, Natalie G
2. UUPIC
3. * Position Level: a. Nonsupervisor; b. Supervisor; c. Manager; d. Executive; e. Other
4. Home Address: Add1; Add2; City; State; Zip
5. Organization Mailing Address: Org Code HQ-LE030; Addr1; Addr2; City; State; Zip
5a. * Office Phone - Area code/number
5b. * Email Address: natalie.pastorin@nasa.
5c. * Fax - Area code/number
6. * Position Title/Function
6a. * Pay Plan/Series/ Grade: Choose One
6b. Education Level: BACHELORS DEGREE

Section B - TRAINING COURSE DATA

7. Name and Mailing Address of Training Vendor: * Name; * Addr1; Addr2; * City; * State; * Zip; * Phone; * Fax; Email
7a. Location of Training Site: * If Same, mark box; * Addr1; Addr2; * City; * State; * Zip
8. * Course Title
9. * Course Objectives
10. * Course Description
11. * Justification
12. * Related competencies - Primary: Choose One

You may identify four additional competencies that this training supports

Choose One | Choose One
Choose One | Choose One

13. Vendor Catalog / Course Number
14. Training Period: * Start; * Complete
15. Number Of Course Hours: a. * During Duty:; b. * Non Duty:; c. TOTAL:
16. Are you requesting reasonable accommodations to participate in this course? Yes No
List accommodations if needed: Choose One
Other:
17. * Credit Hours

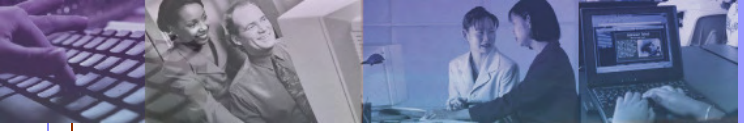
18. Estimated Costs (Direct)

	* Amount	Employee Contribution
a. Tuition	0.00	0.00
b. Books or Materials	0.00	0.00
c. Other (Specify)	0.00	0.00
d. Total		

19. Estimated Costs (Indirect)

	* Amount	Employee Contribution
a. Travel	0.00	0.00
b. Per Diem	0.00	0.00
c. Other (Specify)	0.00	0.00
d. Total		

* Comments (Information about vendor/course website, registration forms if needed, etc.)



FOR TRAINING OFFICE USE ONLY

20. Training Codes

a. Purpose	b. Type	c. Type Sub-Code	d. Source
e. Special Interest	f. Academic Credit Code	g. Training Credit Type Code	h. Direct Cost Code
i. Indirect Cost Code	j. Category Code	k. Sub-Category Code	
21. Date received	22. Comments		

23. Funding Codes

a. Fund Center	b. Cost Center	c. Order	d. WBS Code	e. PPC Code
f. Org/Code	g. Earmarked Item	h. Network Information		

Additional Funding Information

a. Fund Center	b. Cost Center	c. Order	d. WBS Code	e. PPC Code
f. Org/Code	g. Earmarked Item	h. Network Information		

Additional Funding Information

a. Fund Center	b. Cost Center	c. Order	d. WBS Code	e. PPC Code
f. Org/Code	g. Earmarked Item	h. Network Information		

Section C - ACTUAL COSTS

24. Actual Direct Cost And Appropriation / Fund Chargeable

	Amount	Employee Contribution	Appropriation Fund
a. Tuition			
b. Books or Materials			
c. Other (Specify)			
d. TOTAL:			

25. Actual Indirect Cost & Appropriation/Fund Chargeable

	Amount	Employee Contribution	Appropriation Fund
a. Travel			
b. Per Diem			
c. Other (Specify)			
d. Total			

Section D - BILLING INFORMATION

26. Document / Purchase Order / Requisition No

27. 8-Digit Station Symbol

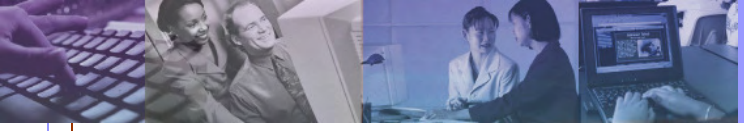
28. Method of Payment

29. Billing Instructions

30. Funds are Available ○ Yes ○ No

Section E - APPROVALS

31. Supervisor 1	Date	Area code/phone
32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone



Section F - EMPLOYEE SERVICE AGREEMENT

EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE

NOTE: *This agreement must be signed by the nominee for all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section F below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.*

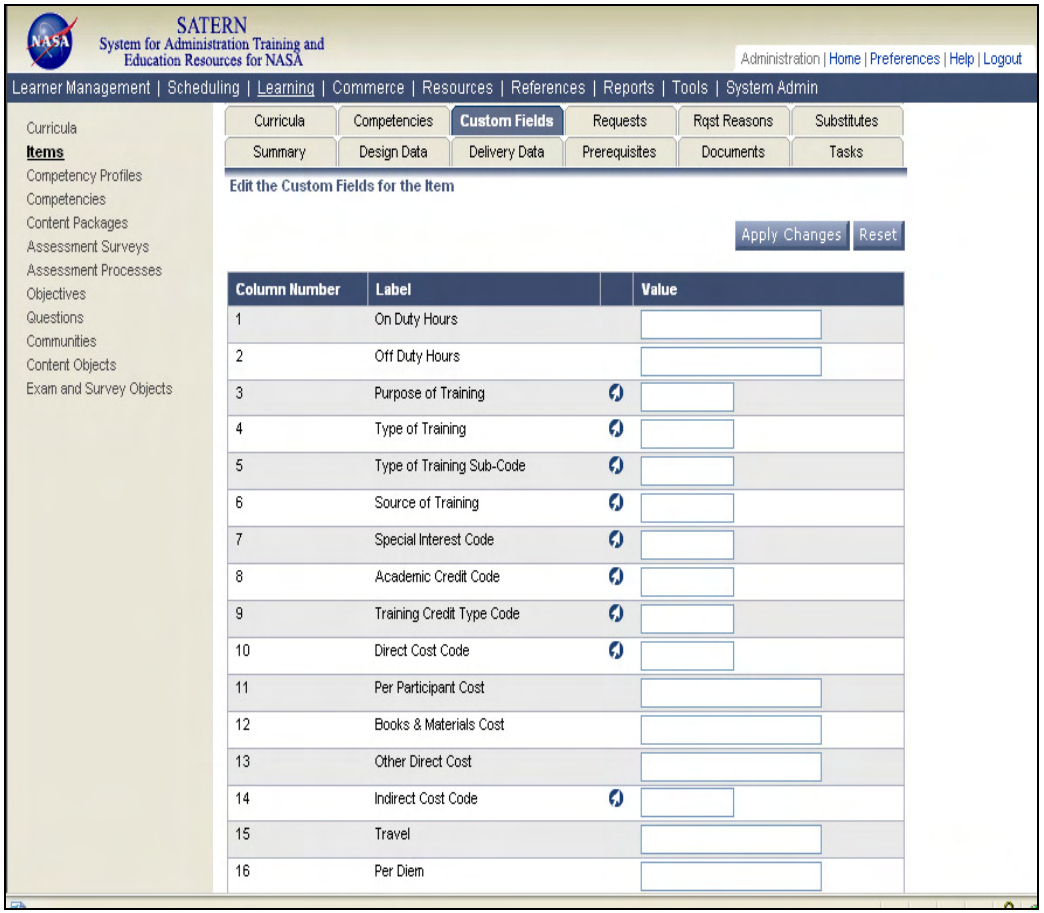
1. I AGREE that, upon completion of the Government-sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to service the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week). NOTE: For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment, not to a segment of such an organization.
2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 24 and 25.
3. I FURTHER AGREE, that if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109(a)(2)) incurred by the Government in this training.
4. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owned me by the Government, or may be recovered by such other methods as are approved by law.
5. I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

PERIOD OF OBLIGATED SERVICE (For non-government training only)	
EMPLOYEE'S SIGNATURE	DATE

"This information is subject to the Privacy Act of 1974, as amended. When not under the continuing control and supervision of a person authorized access to such information, it must be, as a minimum, maintained under locked conditions."

NASA FORM 1735 MAY 06

Appendix B: SATERN Mandatory Fields



Item Mandatory Fields

Refer to *Appendix C: Acceptable Codes for Custom Fields* for the Data Definition Table

On & Off Duty Hours

Purpose of Training

Type of Training

Type of Training Sub-Code

Source of Training

Special Interest

Academic Credit Code

Training Credit Type Code

Direct Cost Code

Per Participant Cost

Books & Materials Cost

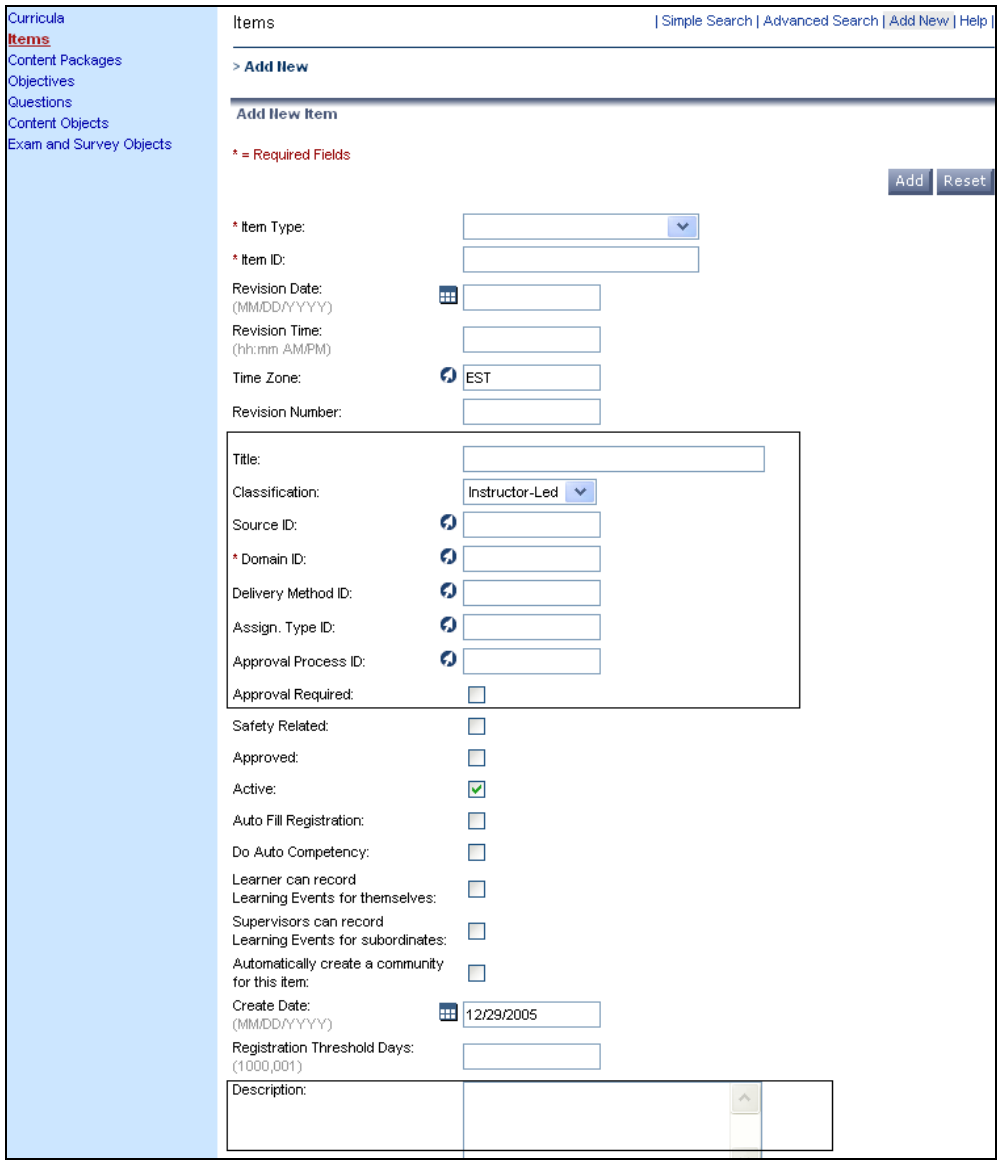
Other Direct Cost

Indirect Cost Code

Travel

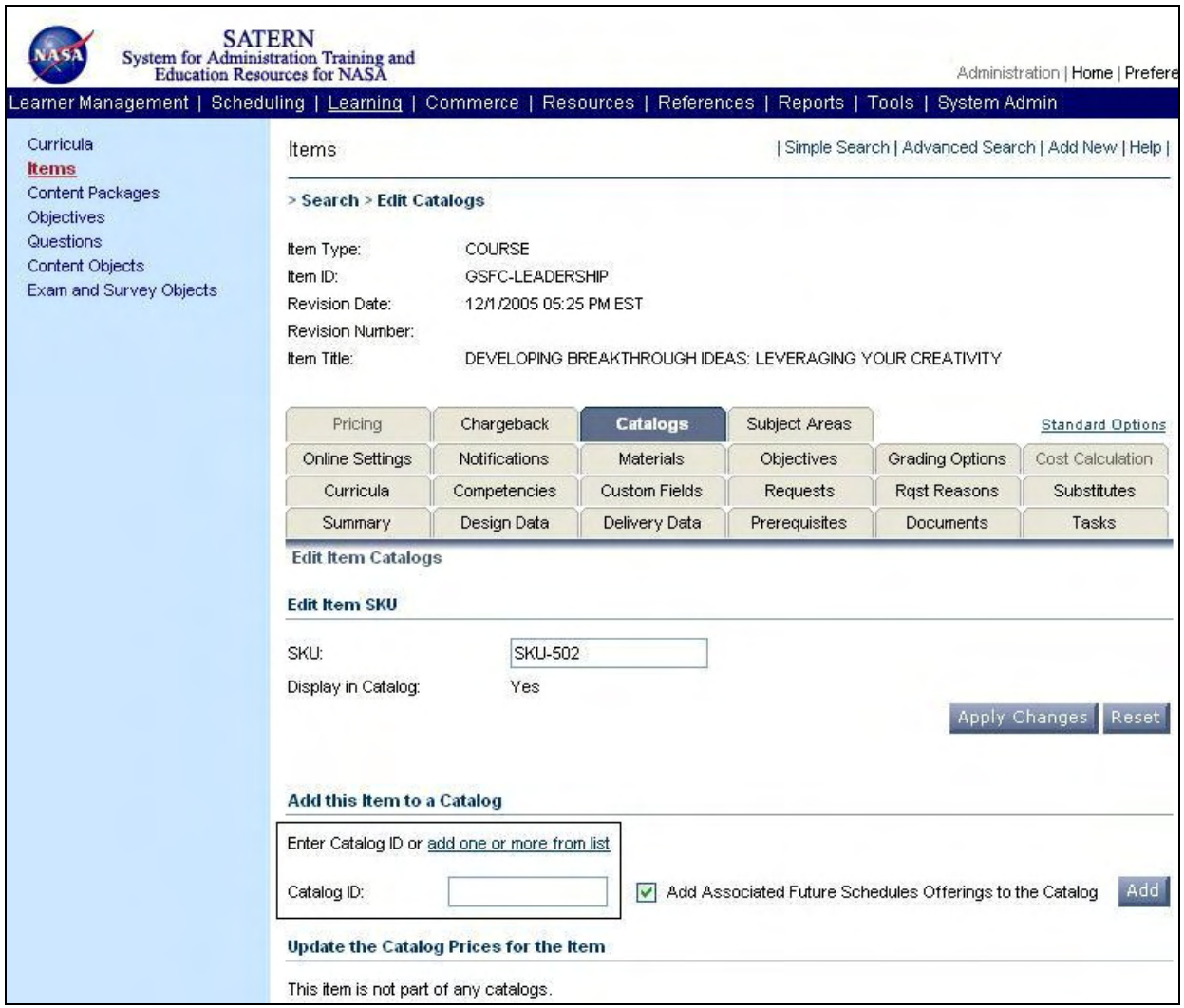
Per Diem

PO Number, Category, Sub-Category, Funding Organization, POC and Budget Line Items are Center-specific. Refer to your Center's guidelines



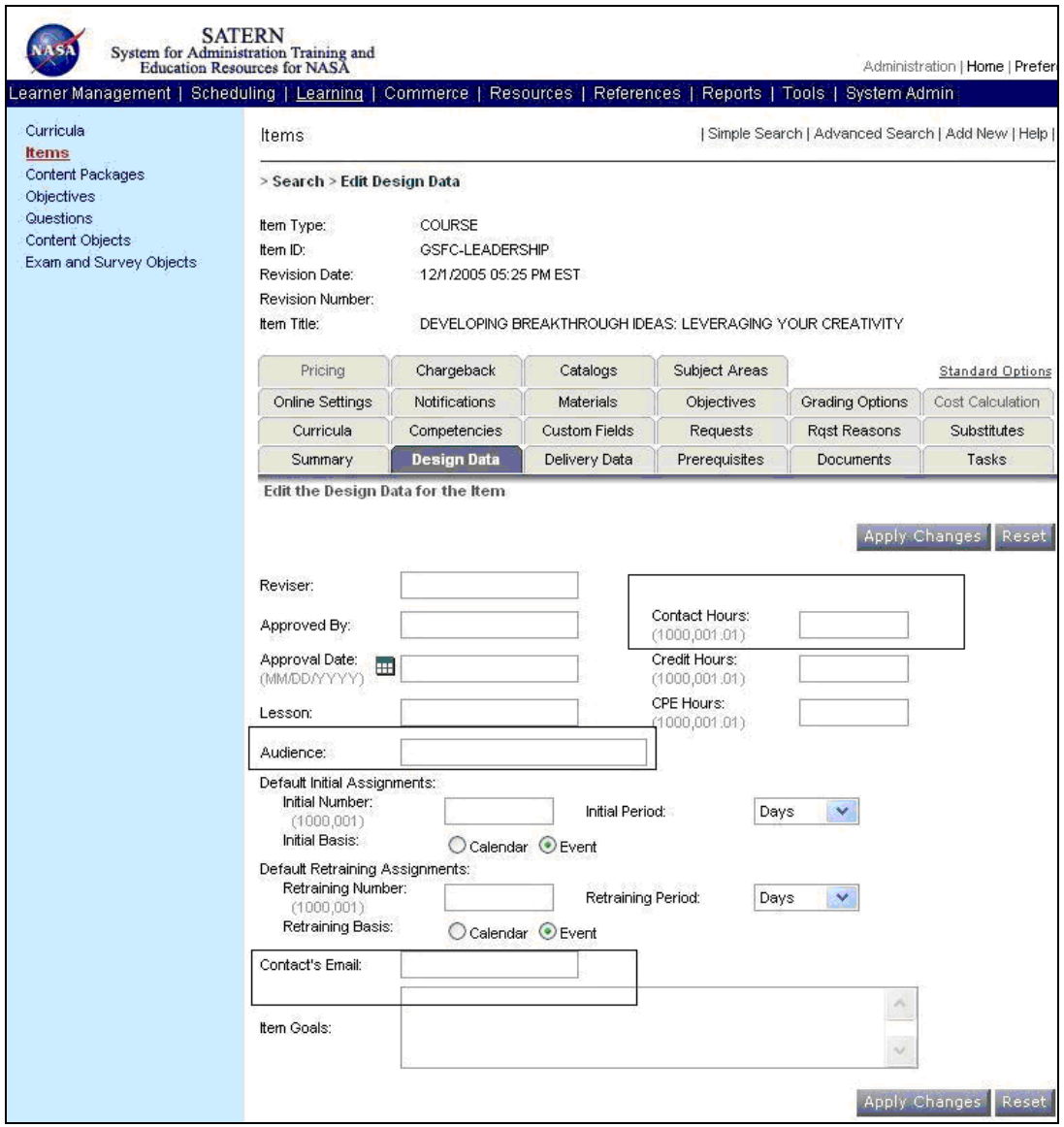
Item Mandatory Fields

- **Title**
- **Classification**
- **Source ID** (Internal/External)
- **Delivery Method ID**
- **Assign Type ID** (Only if the Item is Mandatory, i.e., Ethics, Security)
- **Approval Process ID** (Only if Approval is Required)
- **Approval Required** (Only if Approval Process ID is Populated)
- **Description** (Only for Items that will Go into a Catalog)



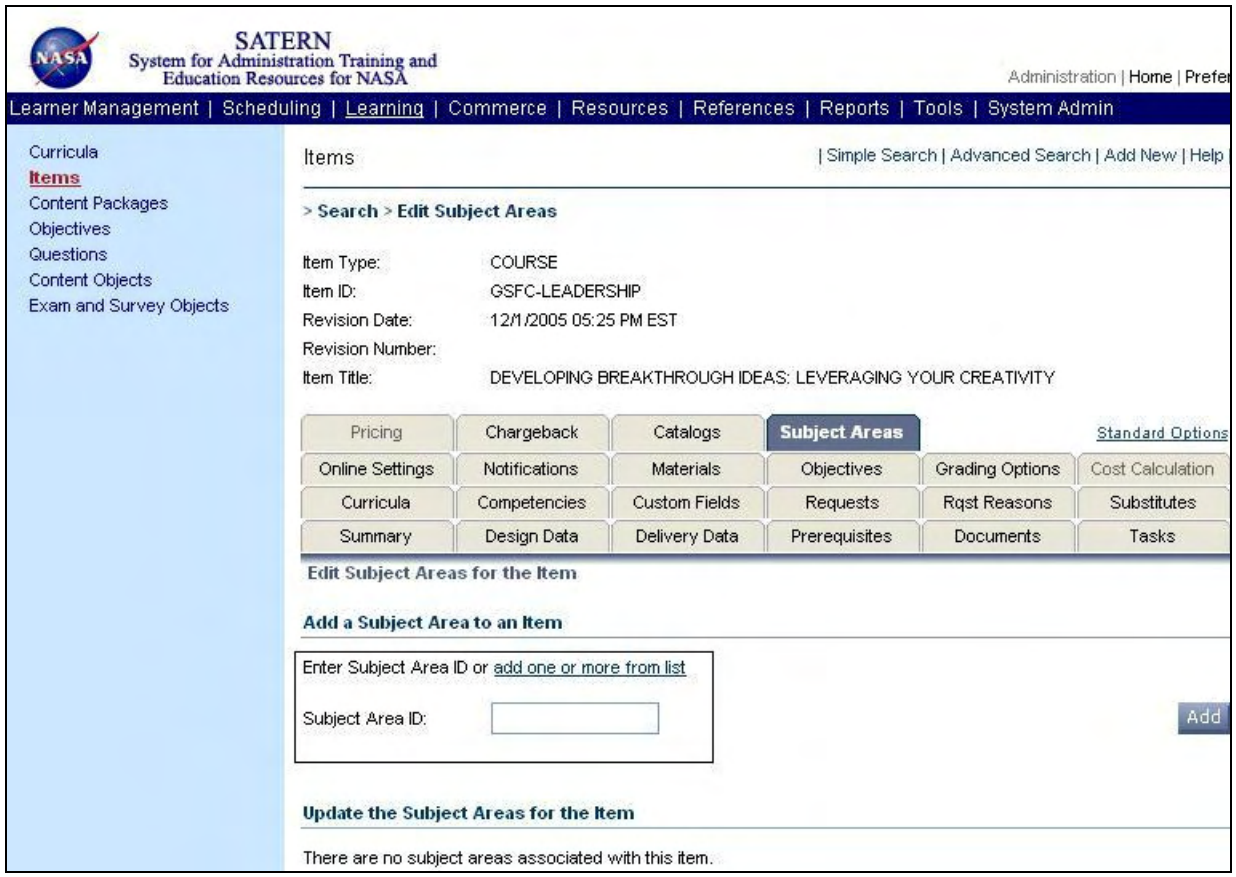
Item Mandatory Fields

- **Catalog ID** (Only for Items that will go into a Catalog)



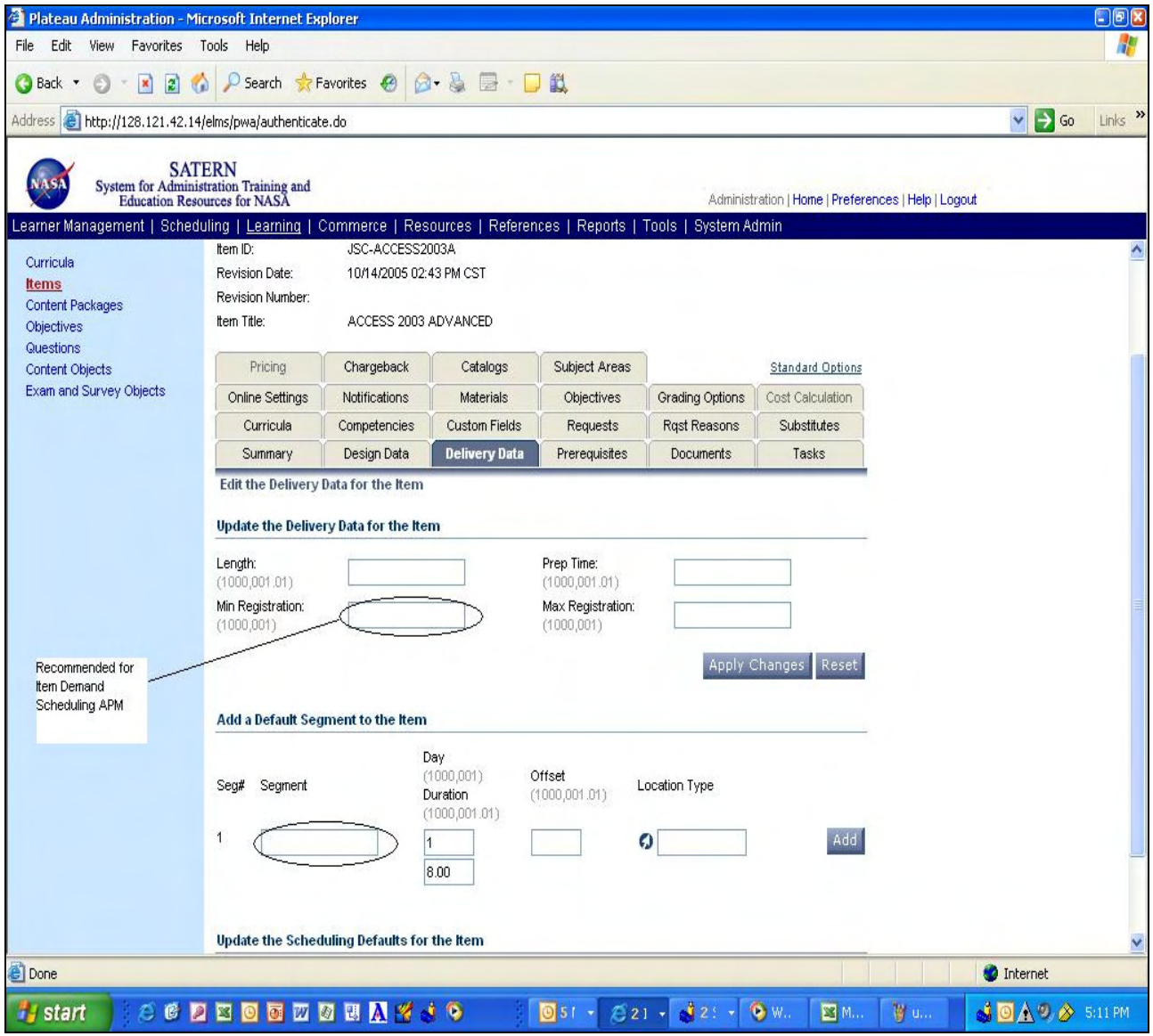
Item Mandatory Fields

- **Audience** (Only for Items that will go into a Catalog)
- **Contact's Email**
- **Contact Hours** (on-line courses only)



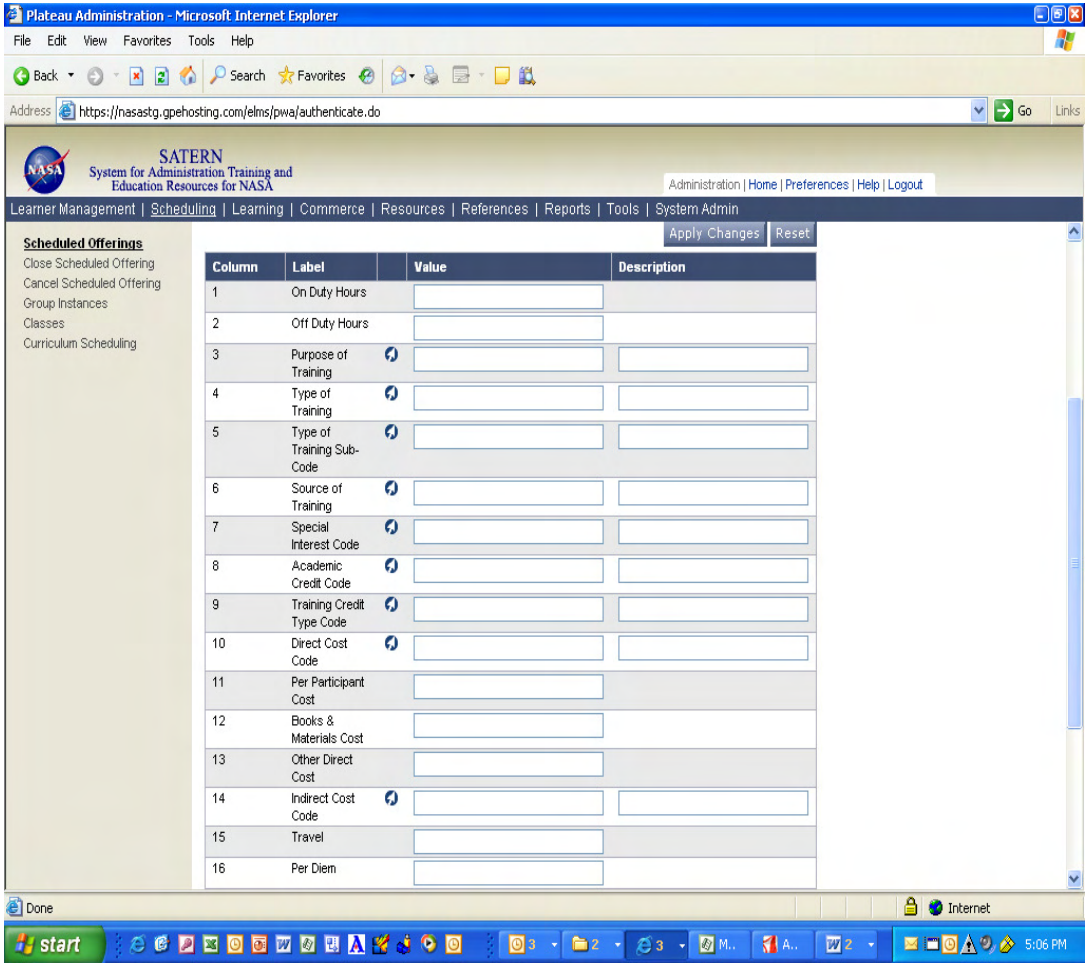
Item Mandatory Fields

- **Subject Area ID** (Only for Items that will go into a Catalog)



Item Mandatory Fields

- **Minimum Registration**
  (Highly recommended for item demand scheduling APM)
- **Segment**



Scheduled Offering Mandatory Fields

Refer to *Appendix C: Acceptable Codes for Custom Fields* for the Data Definition Table

On & Off Duty Hours

Purpose of Training

Type of Training

Type of Training Sub-Code

Source of Training

Special Interest

Academic Credit Code

Training Credit Type Code

Direct Cost Code

Per Participant Cost

Books & Materials Cost

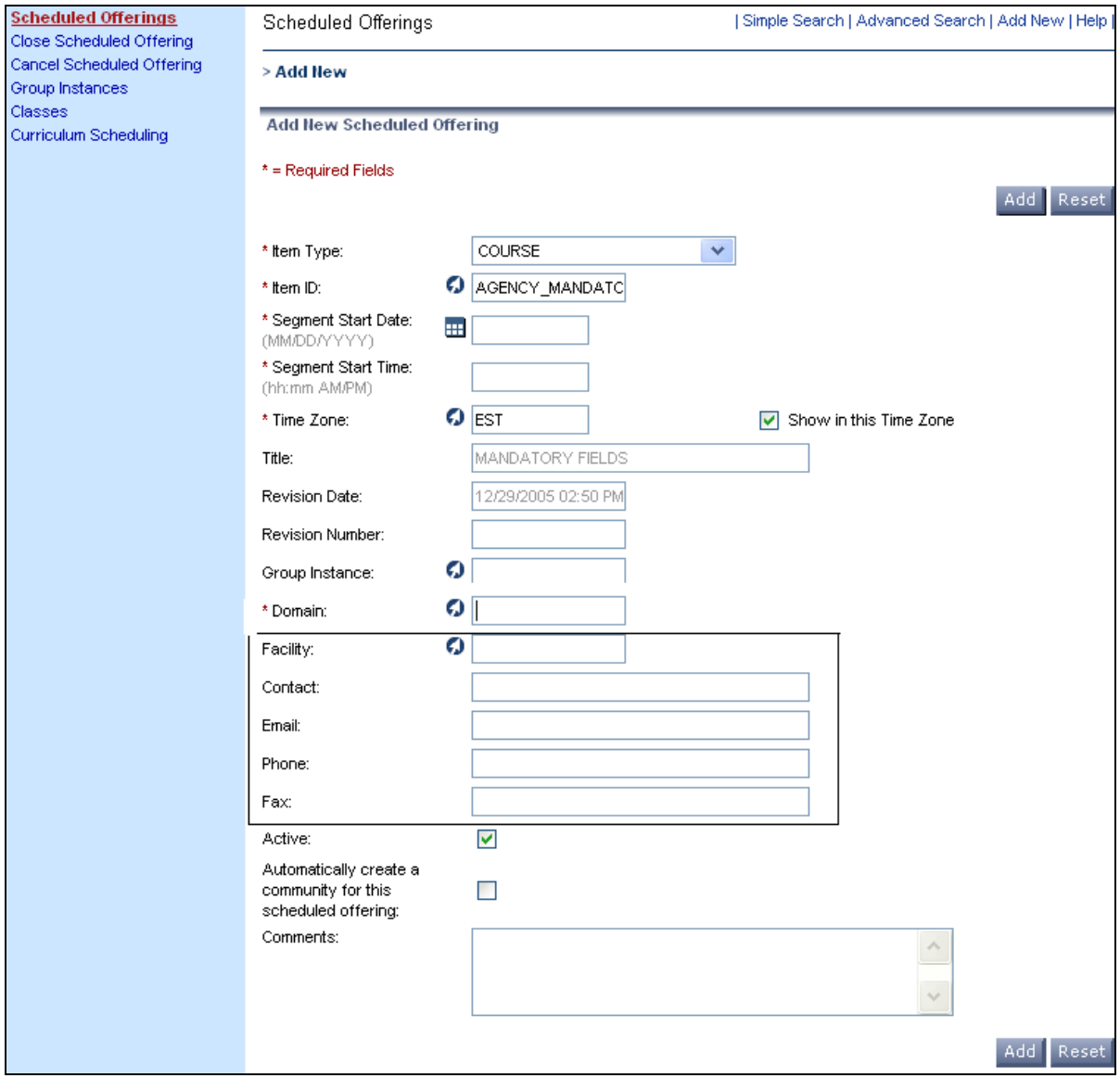
Other Direct Cost

Indirect Cost Code

Travel

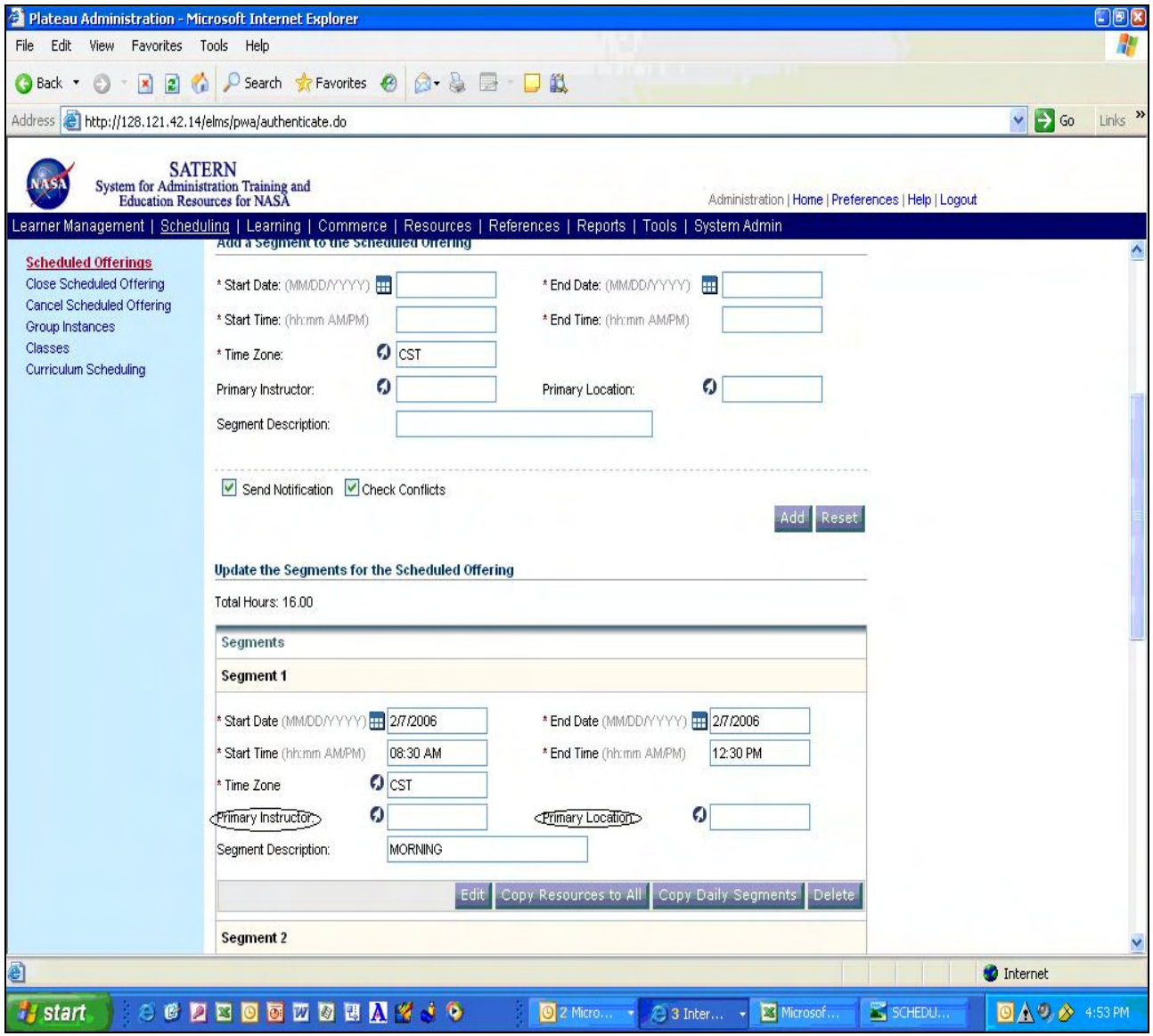
Per Diem

PO Number, Category, Sub-Category, Funding Organization, POC and Budget Line Items are Center-specific. Refer to your Center's guidelines



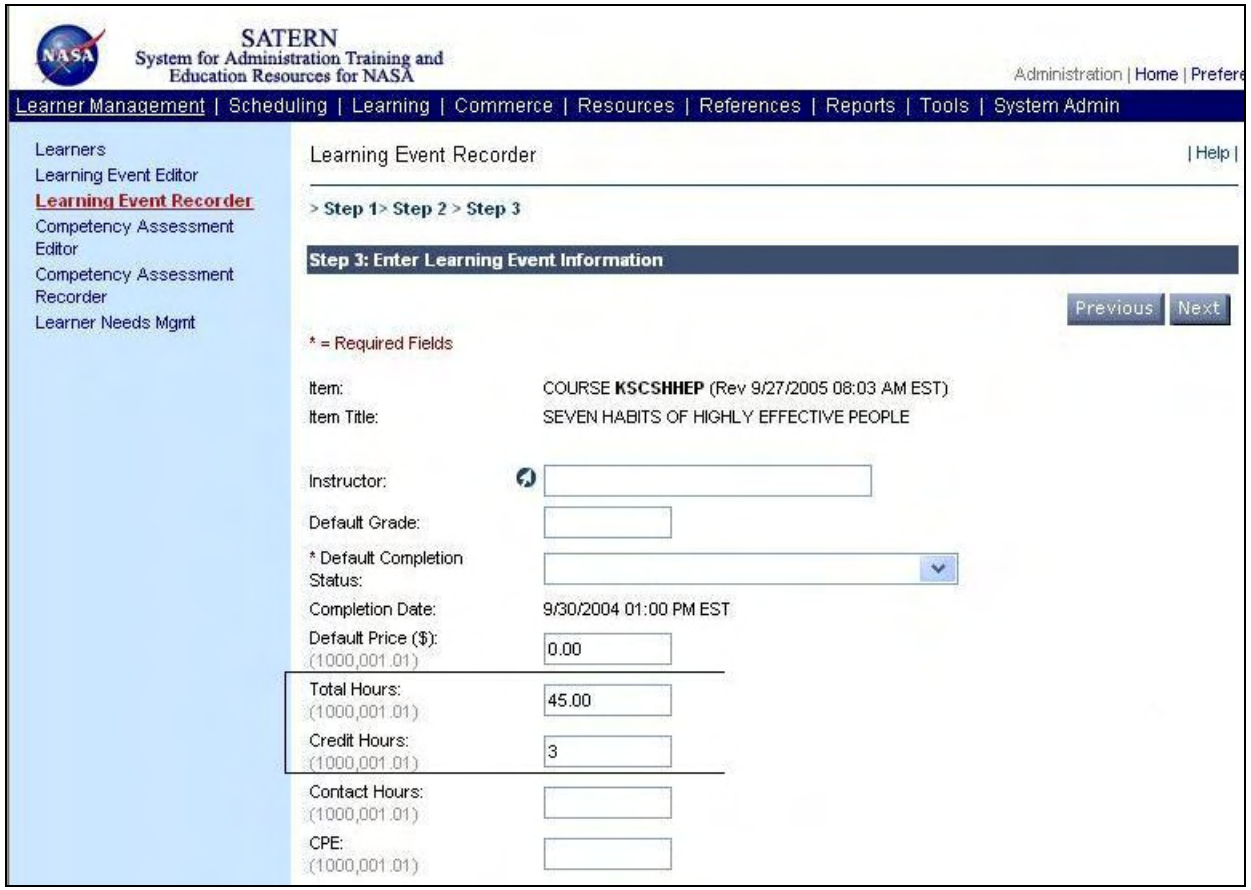
Scheduled Offering Mandatory Fields

- **Facility**
- **Contact**
- **Email**
- **Phone**
- **Fax**



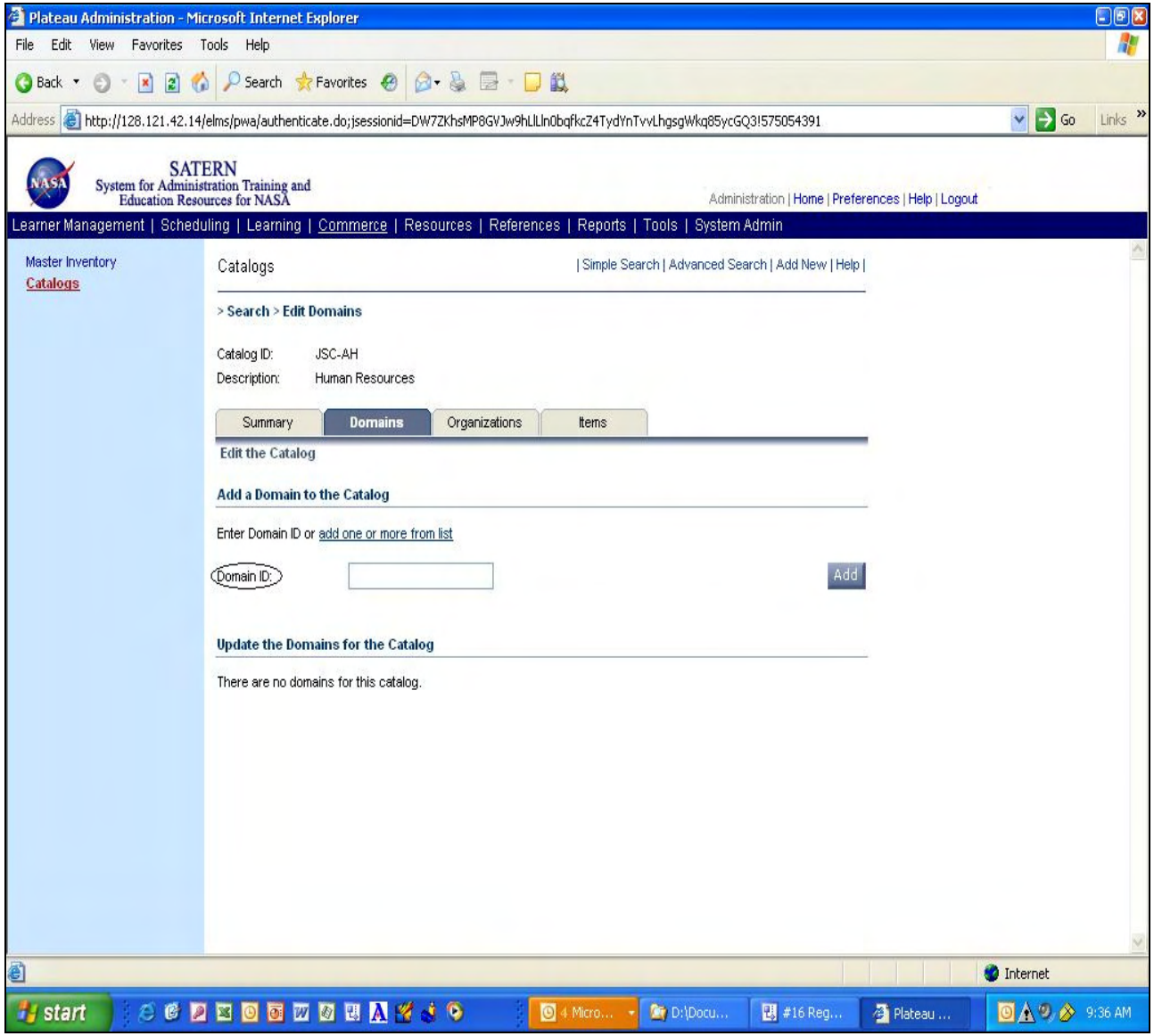
Scheduled Offering Mandatory Fields

- **Primary Location**
- **Primary Instructor**
  (Highly recommended or Center mandatory)



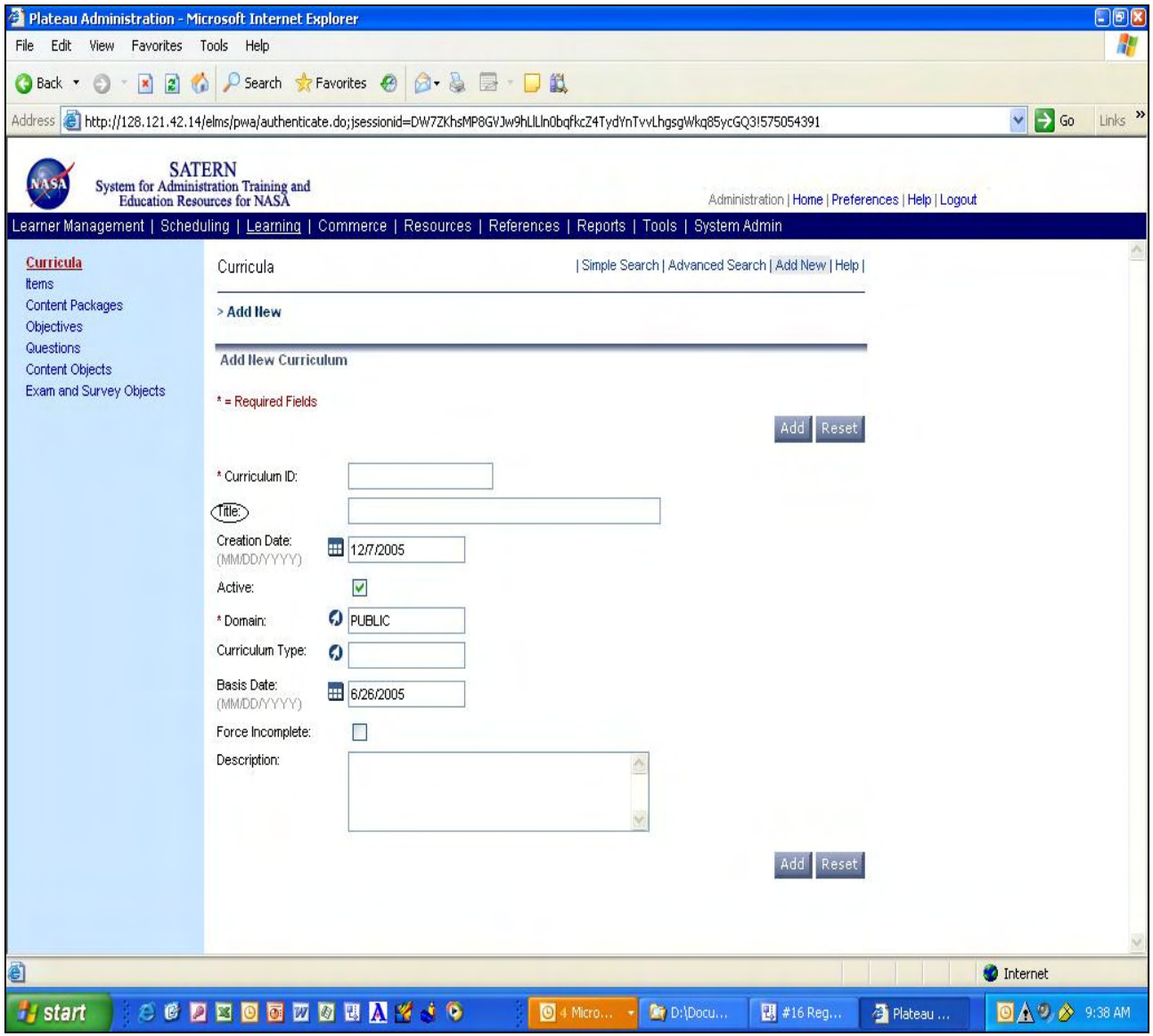
Learning Event Recorder Mandatory Fields

- **Total Hours** (Pre-populated from Segments)
- **Credit Hours** (Pre-populated from Design Data)



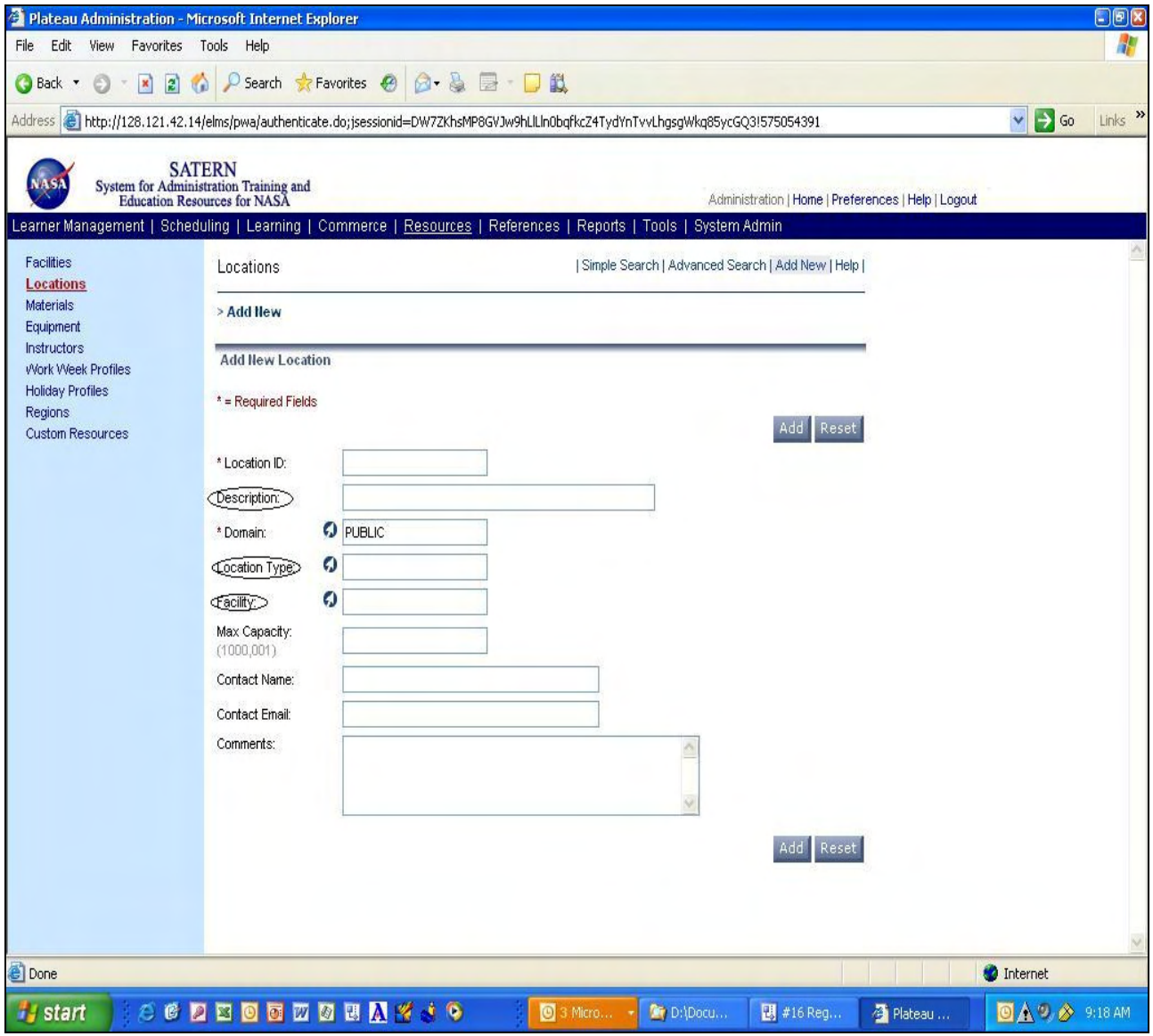
Catalog Mandatory Fields

- **Domain ID**



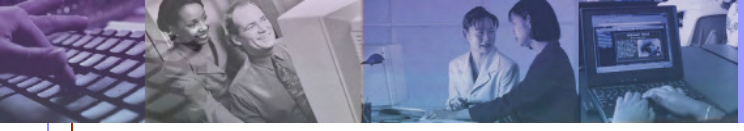
Curriculum Mandatory Fields

- **Title**



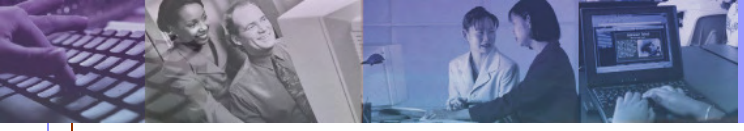
Location Mandatory Fields

- **Description**
- **Location Type**
- **Facility**

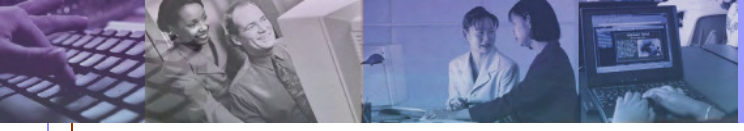


Appendix C: Acceptable Codes for Custom Fields

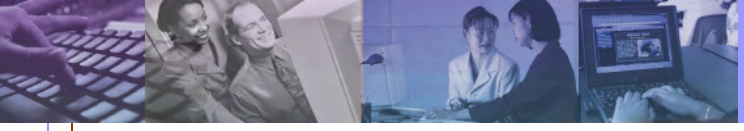
Data Element	Acceptable Codes	Description & Definition	Guidelines
On Hour	0 - 2080	Up to Four-digit number indicating the number of on-duty hours of a completed instance of time in excess of 8 hours per training reported to the quarter hour.	In most cases, Saturdays and Sundays are considered off-duty hours. For academic classes, hours are computed by number of credit hours times the term. Quarter Hour Term = 11 weeks Semester Hour Term = 15 weeks If there are no direct or indirect costs involved, at least 1 hour **must** be reported in this field.
Off Hour	0 - 999	Up to three digit number indicating the number of off-duty hours of a completed instance of training.	
Purpose of Training	01 - 06 01 02 03 04 05 06	One Character numeric code. Mission/Program Change New Work Assignment Improve Present Performance Future Staffing Needs Develop Unavailable Skills Retention	EHRI Data Field
Type of Training	 01 02 03	Two character Numeric code Indicates training program area and emphasis of the training. <u>Training Program Area</u> Functional or specialized training programs <u>Developmental Training Program Area</u> Formal developmental/training programs <u>Basic Training Area</u> Fundamental and/or required training programs	EHRI Data Element Refers to subject matter of training, **not the position of person trained.** When using Code 01, Type of Training Sub-Code must be 01-19. When using Code 02, Type of Training Sub-Code must be 20-29 When using Code 03, Type of Training - Code must be 30-39



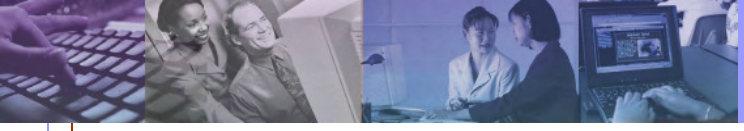
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code		Two character numeric code used in conjunction with the Type of Training code Indicates principal subject matter and emphasis of the training	EHRI Data Element Refers to subject matter of training, **not the position of person trained.**
	01	Legal Education or training in the concepts, principles, theories, or techniques of law.	Can only be used with Type of Training code 01.
	02	Medical and Health Education or training in the concepts, principles, theories, or techniques of medicine.	Can only be used with Type of Training code 01.
	03	Scientific Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.	Can only be used with Type of Training code 01.
	04	Engineering and Architecture Education or training in the concepts, principles, theories, or techniques of such as architecture and engineering.	Can only be used with Type of Training code 01.
	05	Human Resources Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.	Can only be used with Type of Training code 01.
	06	Budget/Finance Business Administration Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.	Can only be used with Type of Training code 01.



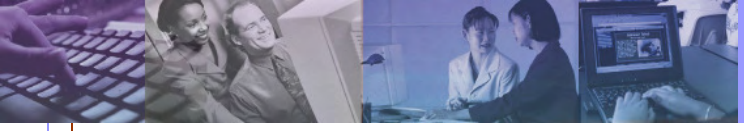
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code (Continued)	07	Planning and Analysis Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.	Can only be used with Type of Training 0
	08	Information Technology Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, , transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on Agency proprietary system.	Can only be used with Type of Training code 01.
	09	Project Management Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.	Can only be used with Type of Training code 01.
	10	Acquisition Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.	Can only be used with Type of Training code 01.
	11	Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.	Can only be used with Type of Training code 01.



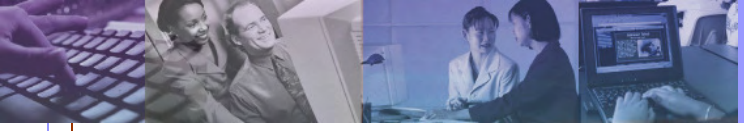
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code (Continued)	12	Safety and Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.	Can only be used with Type of Training code 01.
	13	Clerical (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.	Can only be used with Type of Training Code 01
	14	Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.	Can only be used with Type of Training code 01.
	15	Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.	Can only be used with Type of Training code 01.
	16	Leadership/Manager/ Communications Courses Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.	Can only be used with Type of Training code 01.
	17	Reserved for future use	
	18	Reserved for future use	
	19	Reserved for future uses	
	20	Pre-supervisory Program Development/training program for non-supervisors	Can only be used with Type of Training code 02.



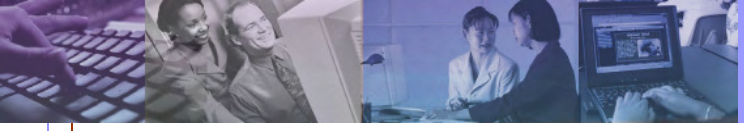
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code (Continued)	21	Supervisory Program Development/training program which provides education or training in supervisory and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.	Can only be used with Type of Training code 02.
	22	Management Program Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)	Can only be used with Type of Training code 02.
	23	Leadership Development Program Formal developmental program that provide leadership training and development opportunities.	Can only be used with Type of Training code 02.
	24	SES Candidate Development OPM-approved program to prepare potential SES members	Can only be used with Type of Training code 02.
	25	Executive Development Continuing development for leaders above the GS-15 level	Can only be used with Type of Training code 02.



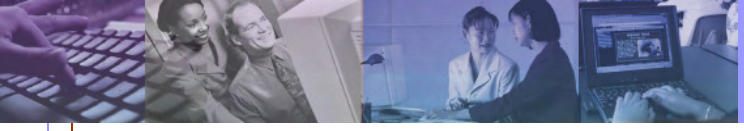
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code (Continued)	26	Mentoring Program Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.	Can only be used with Type of Training code 02.
	27	Coaching Program Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives.	Can only be used with Type of training code 02.
	28	Reserved for future use	
	29	Reserved for future uses	
	30	Employee Orientation Training of a general nature to provide an understanding of the organization and missions the Federal Government, or the employing Agency or activity, or a broad overview and understanding of matters of public policy.	Can only be used with Type of Training code 03.
	31	Adult Basic Education Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.	Can only be used with Type of Training code 03.
	32	Mandated Training Mandatory training for all employees Government wide. This includes training required by law and/or regulation; such as ethics, information system awareness, safety, or health.	Can only be used with Type of Training code 03.
	33	Work-life Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).	Can only be used with Type of Training code 03.



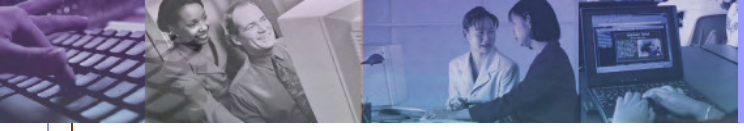
Data Element	Acceptable Codes	Description & Definition	Guidelines
Type of Training Sub-Code (Continued)	34	Soft Skills Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).	Can only be used with Type of Training code 03.
	35	Agency Specific Agency specific required training that is not addressed in Training Program Type 01. This training type does include IT training on Agency proprietary system.	Can only be used with Type of Training code 03.
	36-39	Reserved for future use	Can only be used with Type of Training code 03.
Source of Training		Two-digit alpha-numeric code used to indicate the source of the training.	
	01	Government - Internal Training provided by a Federal department, Agency, or independent establishment for its own employees.	
	02	Government – External Training provided by an inter-Agency training activity, or a Federal department, Agency, or independent establishment other than the one which currently employees the trainee.	
	03	Non-governmental Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.	



Data Element	Acceptable Codes	Description & Definition	Guidelines
Source of Training (Continued)	04	Government State/Local Training provided by a State, county or municipal government except education provided by State-operated or other public educational institution which is reported as non-government	
	05	Foreign Governments and Organizations Training provided by non United States entities which may or may not be outside the United States	
Special Interest Code		Two digit alpha-numeric code indicating whether training was part of a Planned Action in support of a "High Interest" program area.	Always 0A if no special program.
	0A	No Special Program	
	0E	Continuing Education Program (CEP)	Training to advance potential of non-professionals.
	0G	Growth Opportunity (GO)	Program for non- professionals to move into para-professional positions.
	0S	Special Training for Entry Professionals (STEP)	Program for non-professionals to move into professional positions.
	0X	Crossover	Program for professionals to move into different professional fields.
	0Y	Other Upward Mobility Programs	
Academic Credit Code	01 - 05	Two digit numeric field indicating the type of academic training.	
	01	Undergraduate Academic Credit	
	02	Graduate Academic Credit	
	03	Continuing Education Credit	
	04	Post Graduate Credit	
	05	NA	



Data Element	Acceptable Codes	Description & Definition	Guidelines
Training Credit Type Code	01-03 01 02 03	Two digit numeric code indicating the credit type. Semester Hours Quarter Hours Continuing Education Unit	Set to 03 if no other value is appropriate.
Direct Cost Code	 A B C D 0	One digit alpha-numeric field used to indicate if the direct cost of a course was an individual or contract course and whether it was funded by the Agency or installation. Individual - funded by Center Individual - funded by Agency Contract - funded by Center Contract - funded by Agency No Direct Cost	 If there is no Tuition, Books & Materials, o Other Direct Costs, then On-duty hours must be at least 1.
Per-Participant Cost	Blank - 99,999	Tuition amount expended by the government for each completed training instance.	If field is left blank, then Direct Cost Code must be Zero. Free text field. Do not enter $ sign. Leave field blank if zero cost
Books and Materials Cost	Blank – 99,999	Amount for Books and Materials expended by the government for each completed training instance	Free text field. Do not enter $ sign Leave field blank if zero cost
Other Direct Cost	Blank – 99,999	Any other direct costs not covered in Tuition, or Book and Materials	Free text field. Do not enter $ sign. Leave field blank if zero cost.
Indirect Cost Code	 A B 0	One digit alpha-numeric field used to indicate if the indirect cost (travel/per diem) related to a course was funded by the Agency or installation. Individual - funded by Center Individual - Funded by Agency No Indirect Cost	



Data Element	Acceptable Codes	Description & Definition	Guidelines
Travel	Blank – 99,999	Total Dollar amount expended by the government for travel expenses for each completed training instance.	
Per Diem	Blank – 99,999	Total Dollar amount expended by the government for per diem expenses for each completed training instance.	
PO Number	Blank or Free text	Purchase Order Number assigned to transaction	
Category Code	See Regional Administrator for acceptable codes	Alpha-numeric code used to further categorize Type of Training	Each Center has discretion on how to use this field
Sub Category Code	See Regional Administrator for acceptable codes	Alpha-numeric code used to used to further sub-categorize Category Code further	Each Center has discretion on how to use this field
Funding Organization	See Regional Administrator for acceptable codes	Four-digit numeric code to identify which Directorate is funding a course.	Each Center has discretion on how to use this field
POC (Point of Contact)	See Regional Administrator for acceptable codes	Up to four-digit alpha code used to identify the Training Office personnel responsible for the administration of the course or training application.	Each Center has discretion on how to use this field.

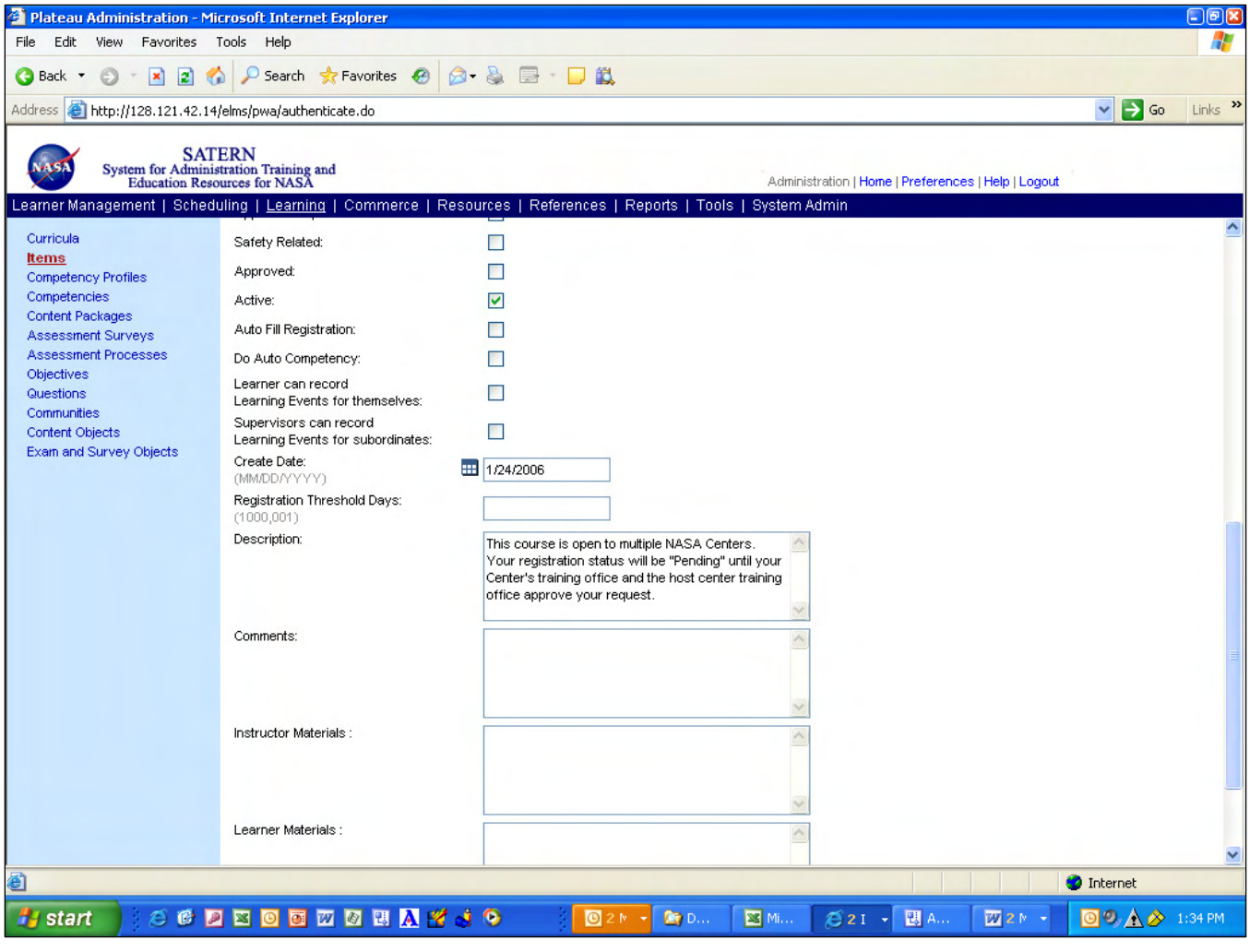
Type of Training Mandatory Codes	Type of Training Sub Code Mandatory Codes								
01 Training Program Area	01 Legal	02 Medical and Health	03 Scientific	04 Engineering Architecture	05 Human Resources	06 Budget Finance Business Admin.	07 Planning & Analysis	08 Info Technology	09 Project Management
	10 Acquisition	11 Logistic Specialty	12 Safety and Security	13 Non-Supervisory Clerical	14 Trade and Craft	15 Foreign Affairs	16 Ldrship/Mgr. Communication	17 Reserved future use	18 Reserved future use	19 Reserved future use
02 Developmental Training Program Area	20 Pre-Supervisory Program	21 Supervisory Program	22 Management Program	23 Leadership Development Program	24 SES Candidate Program	25 Executive Development	26 Mentoring Program	27 Coaching Program	28 Reserved future use	29 Reserved future use
03 Basic Training Area	30 Employee Orientation	31 Adult Basic Education	32 Mandated Training	33 Work-Life	34 Soft Skills	35 Agency Specific	36 Reserved future use	37 Reserved future use	38 Reserved future use	39 Reserved future use

Appendix D: Other Center Training

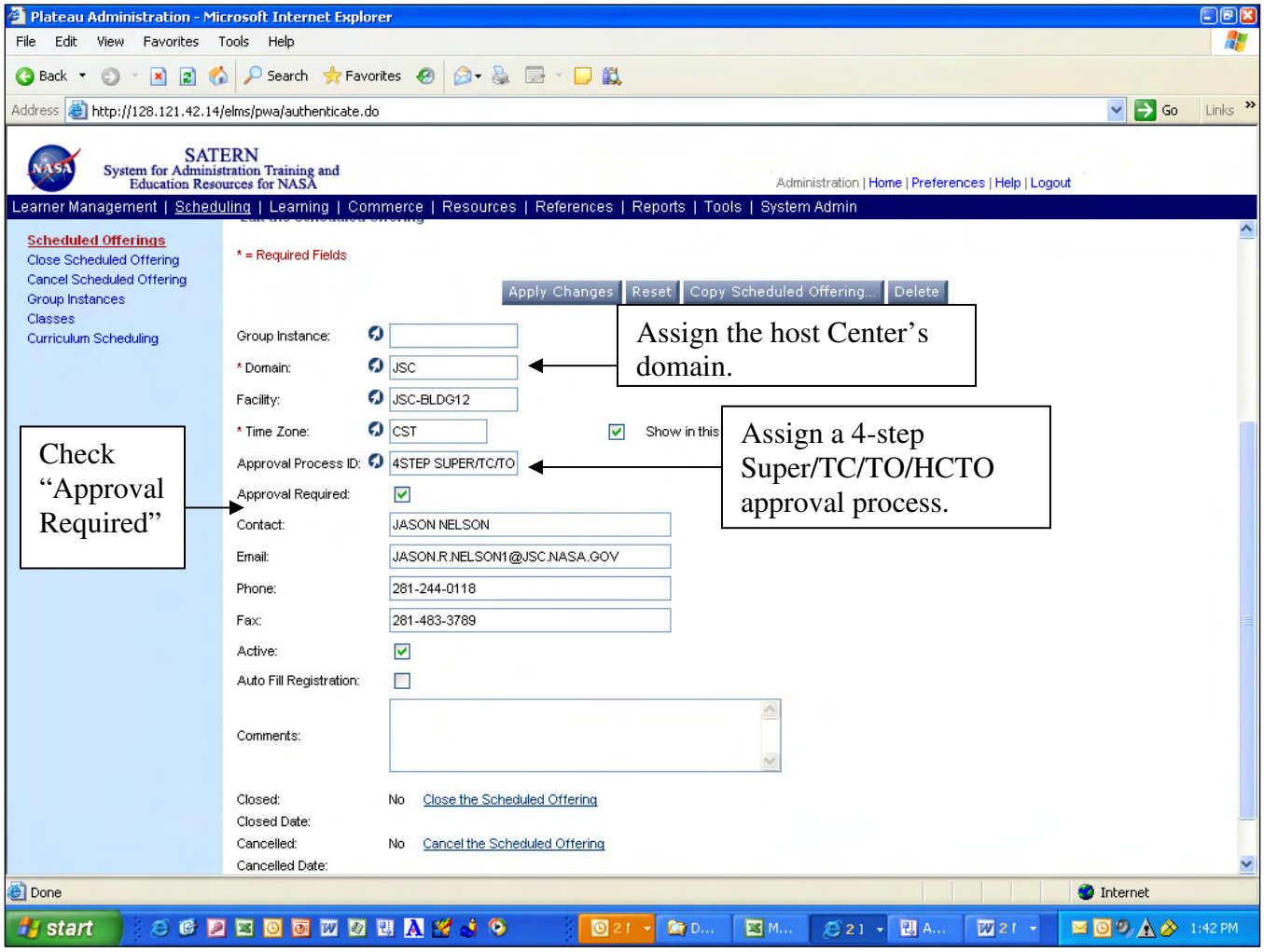
List of Screen Shots

Screen Shot 1: Item Description
Screen Shot 2: Assigning the 4-Step Approval Process and Domain to the Scheduled Offering
Screen Shot 3: Self Registration and Registration Cut-off Date
Screen Shot 4: Inputting the Contact Info. for the Scheduled Offering
Screen Shot 5: Adding the Scheduled Offering to the NASA Catalog
Screen Shot 6: Assigning the HCTO Approval Role with NASA Control Domain
Screen Shot 7: Learner's View of Scheduled Offering in Catalog
Screen Shot 8: Approver's View of Scheduled Offering Details

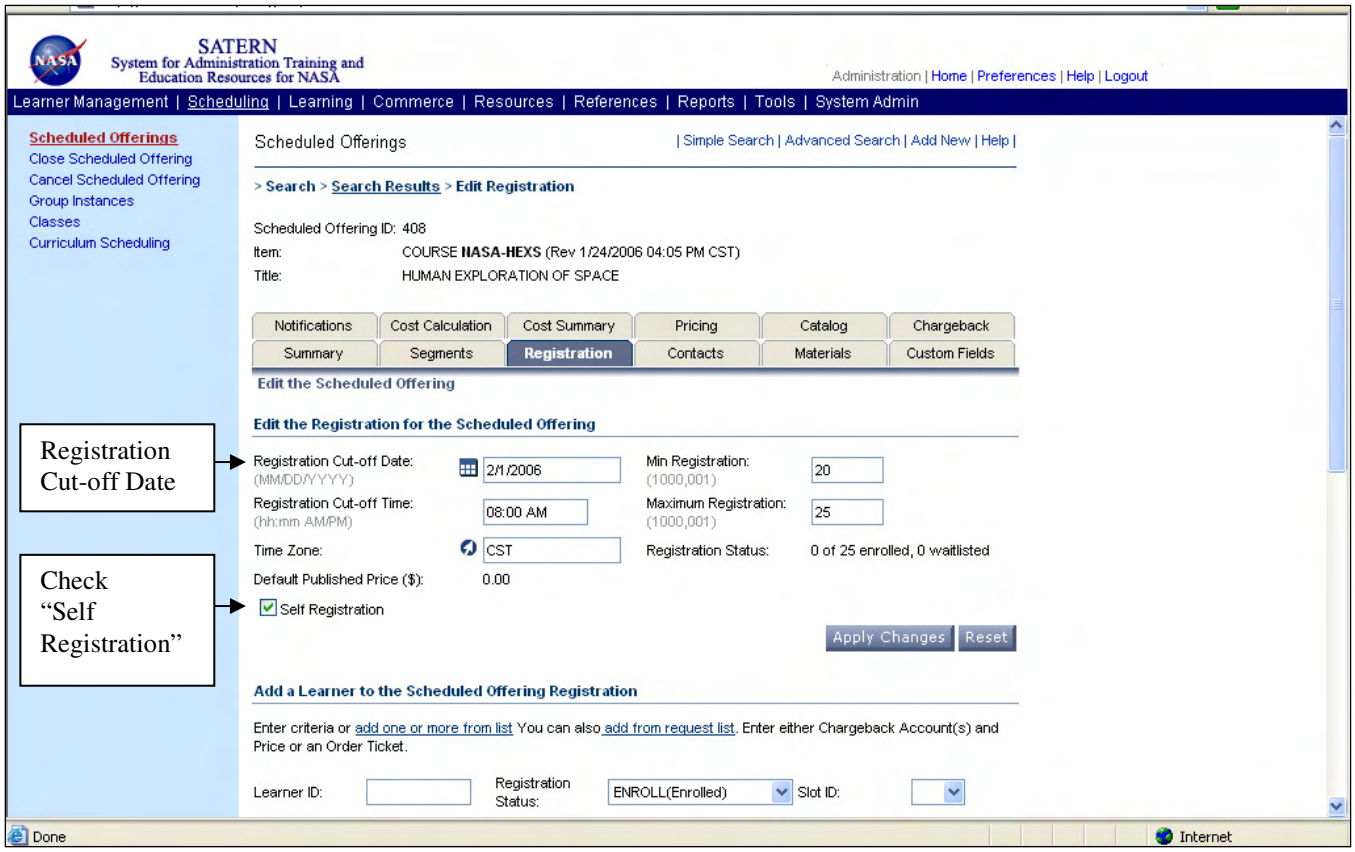
Screen Shot 1: Item Description



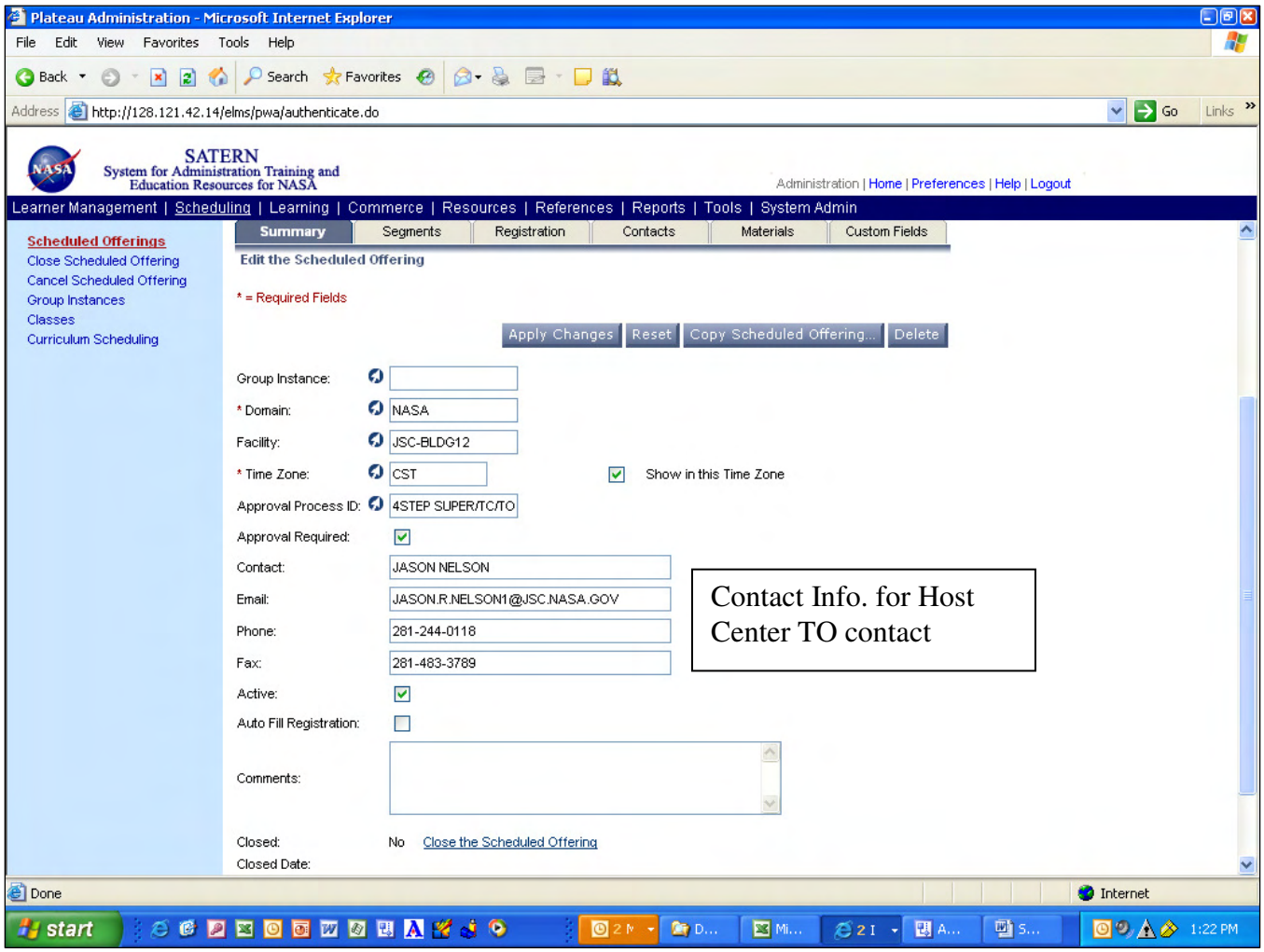
Screen Shot 2: Assigning the 4-Step Approval Process and Domain to the Scheduled Offering



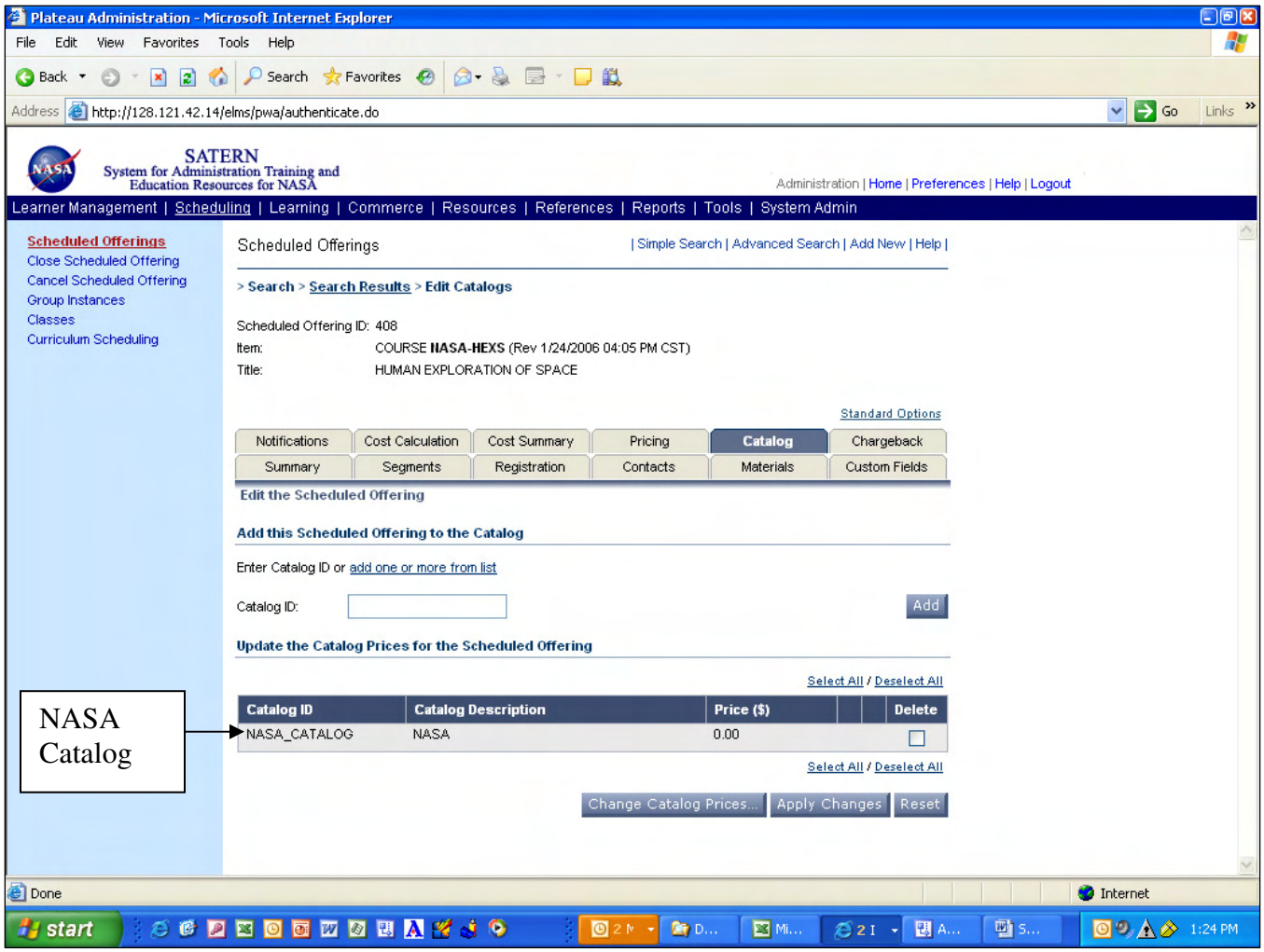
Screen Shot 3: Self Registration and Registration Cut-off Date



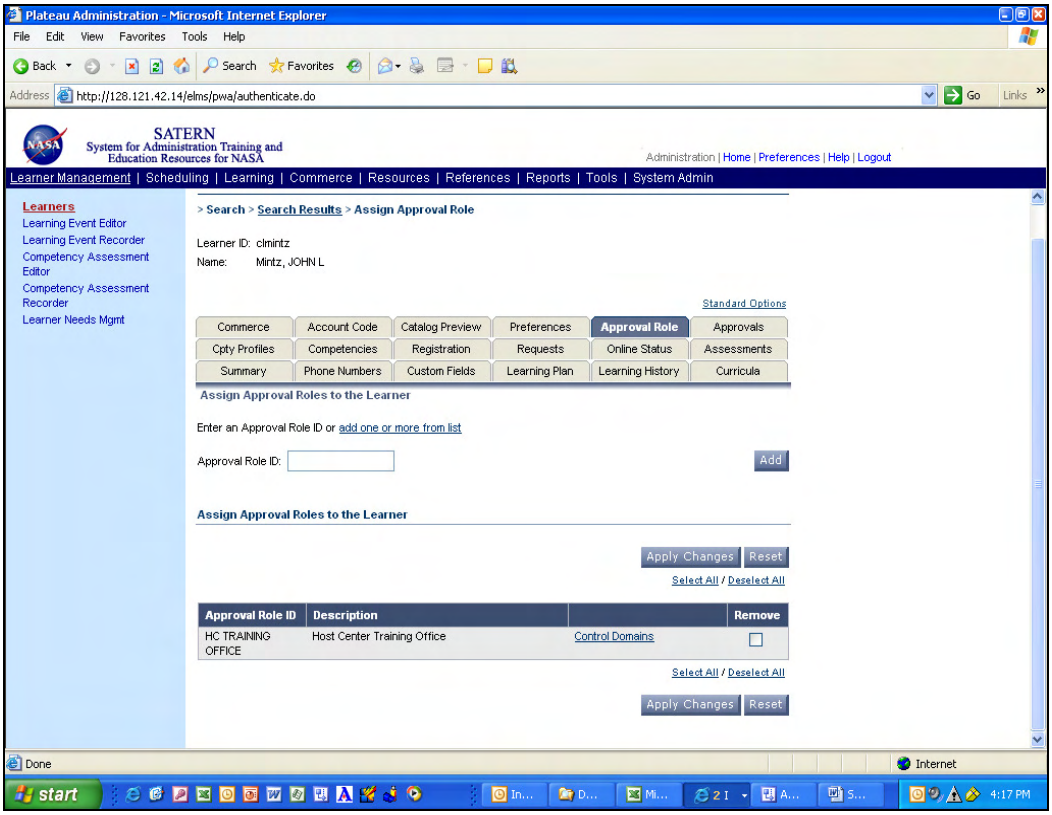
Screen Shot 4: Inputting the Contact Info. for the Scheduled Offering

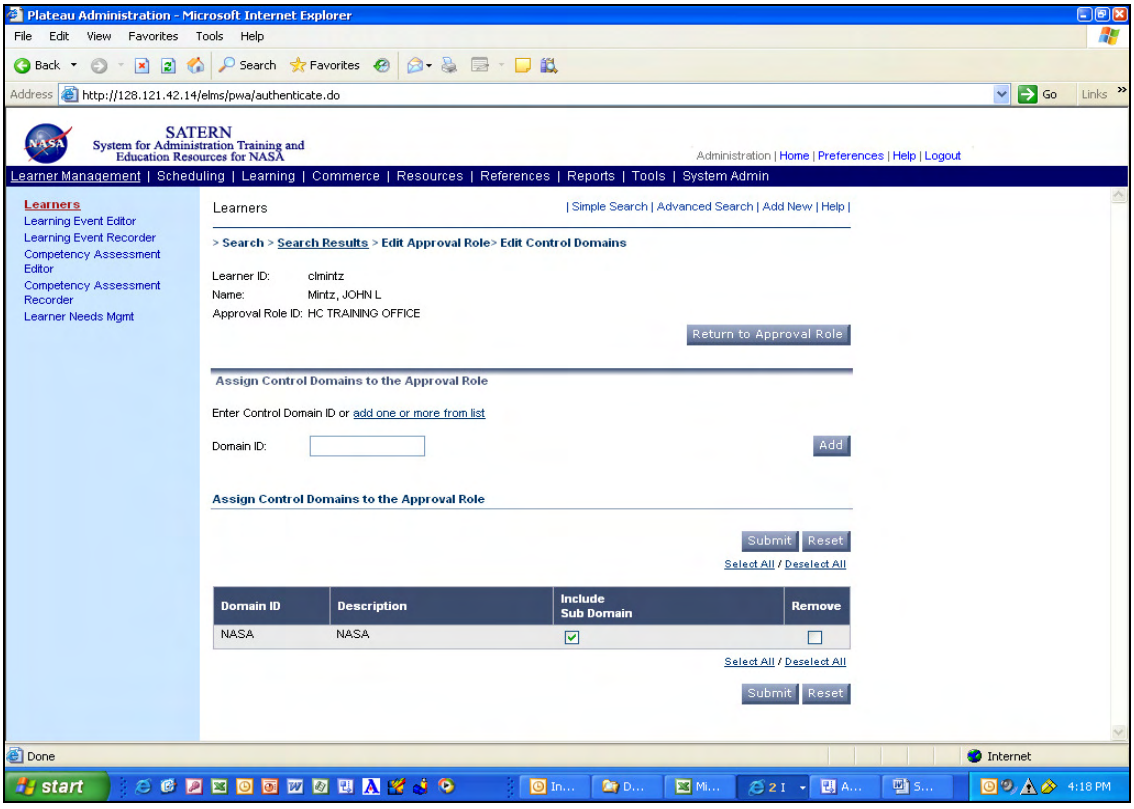


Screen Shot 5: Adding the Scheduled Offering to the NASA Catalog

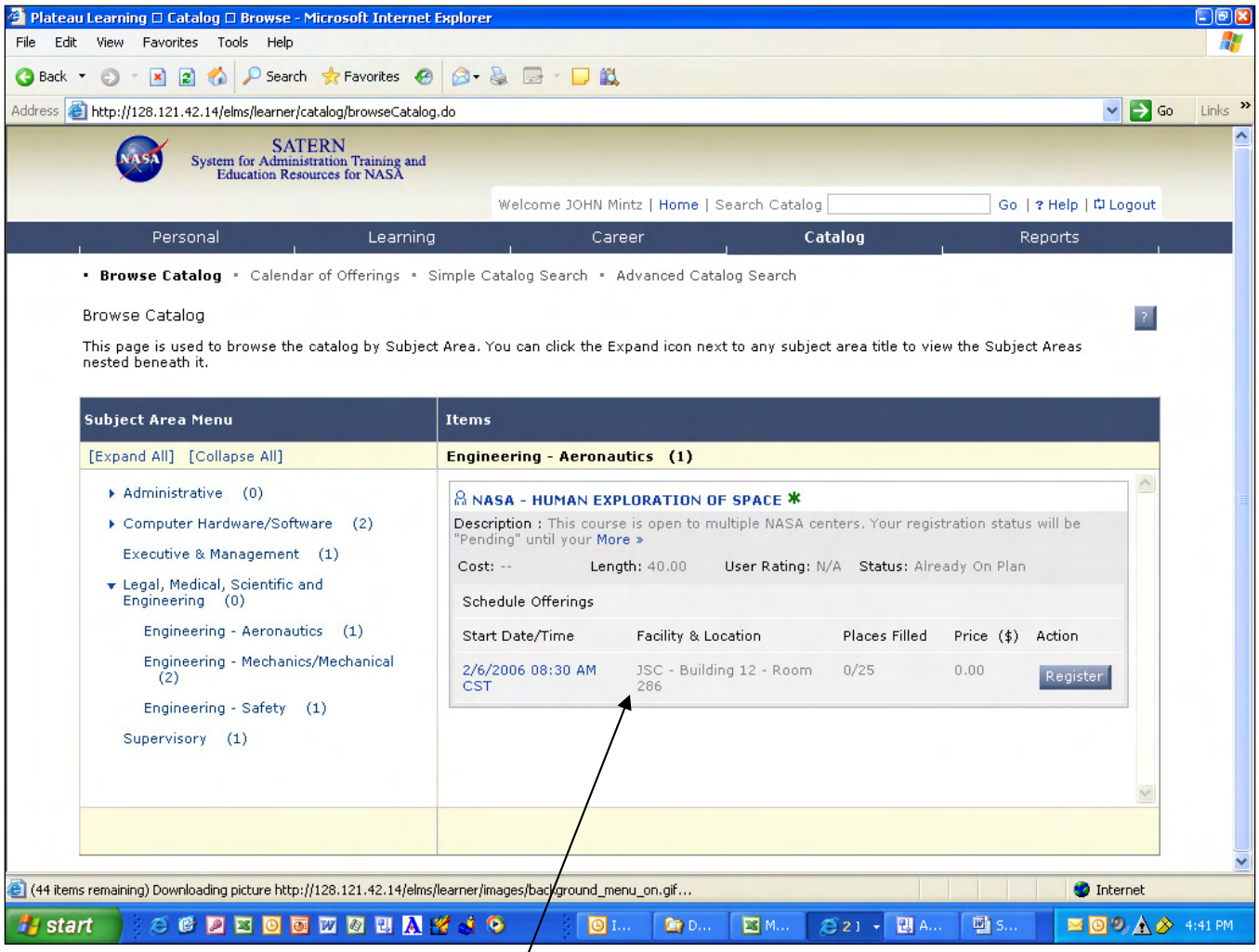


Screen Shot 6: Assigning the HCTO Approval Role with NASA Control Domain



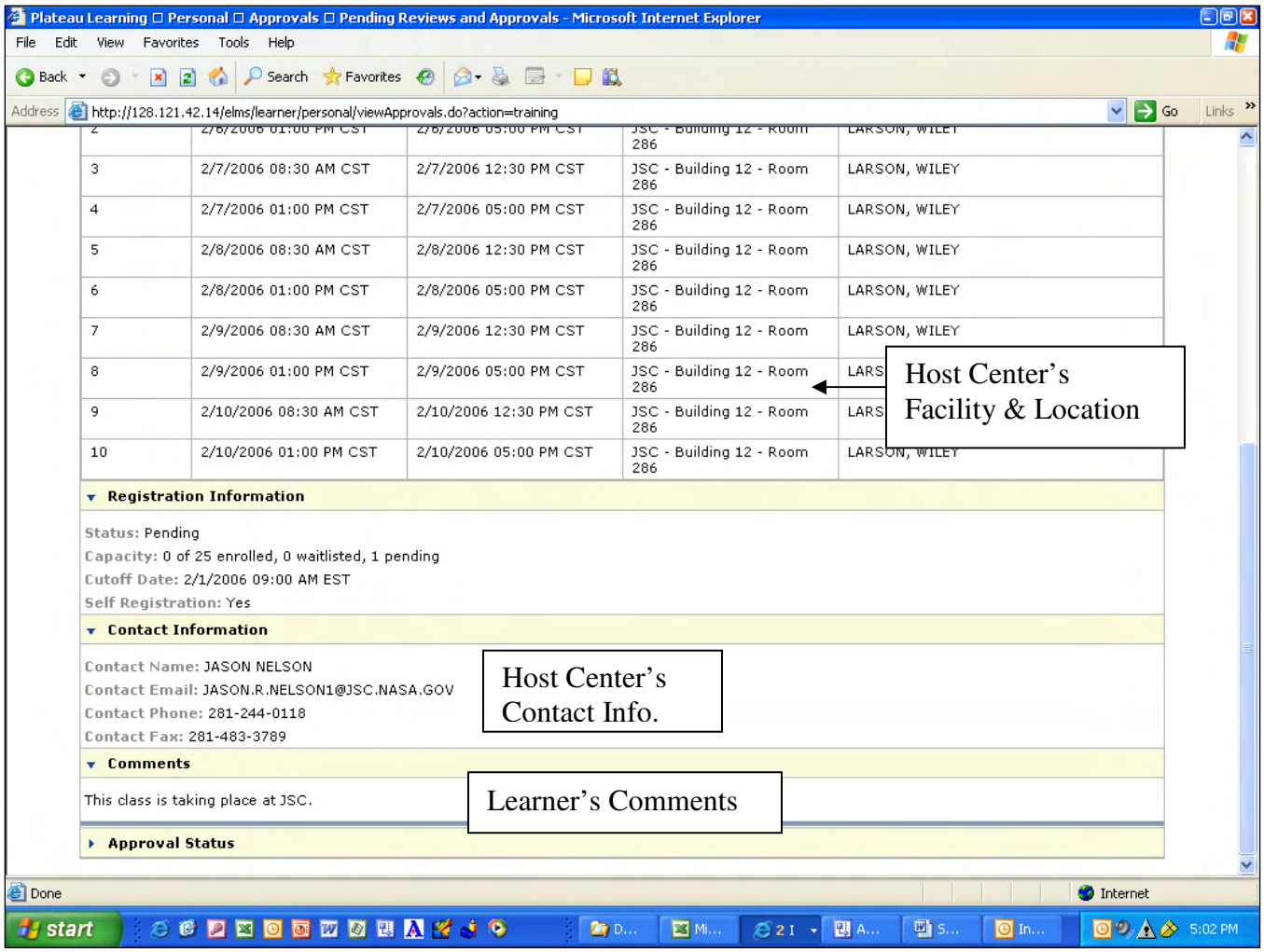


Screen Shot 7: Learner's View of Scheduled Offering in Catalog



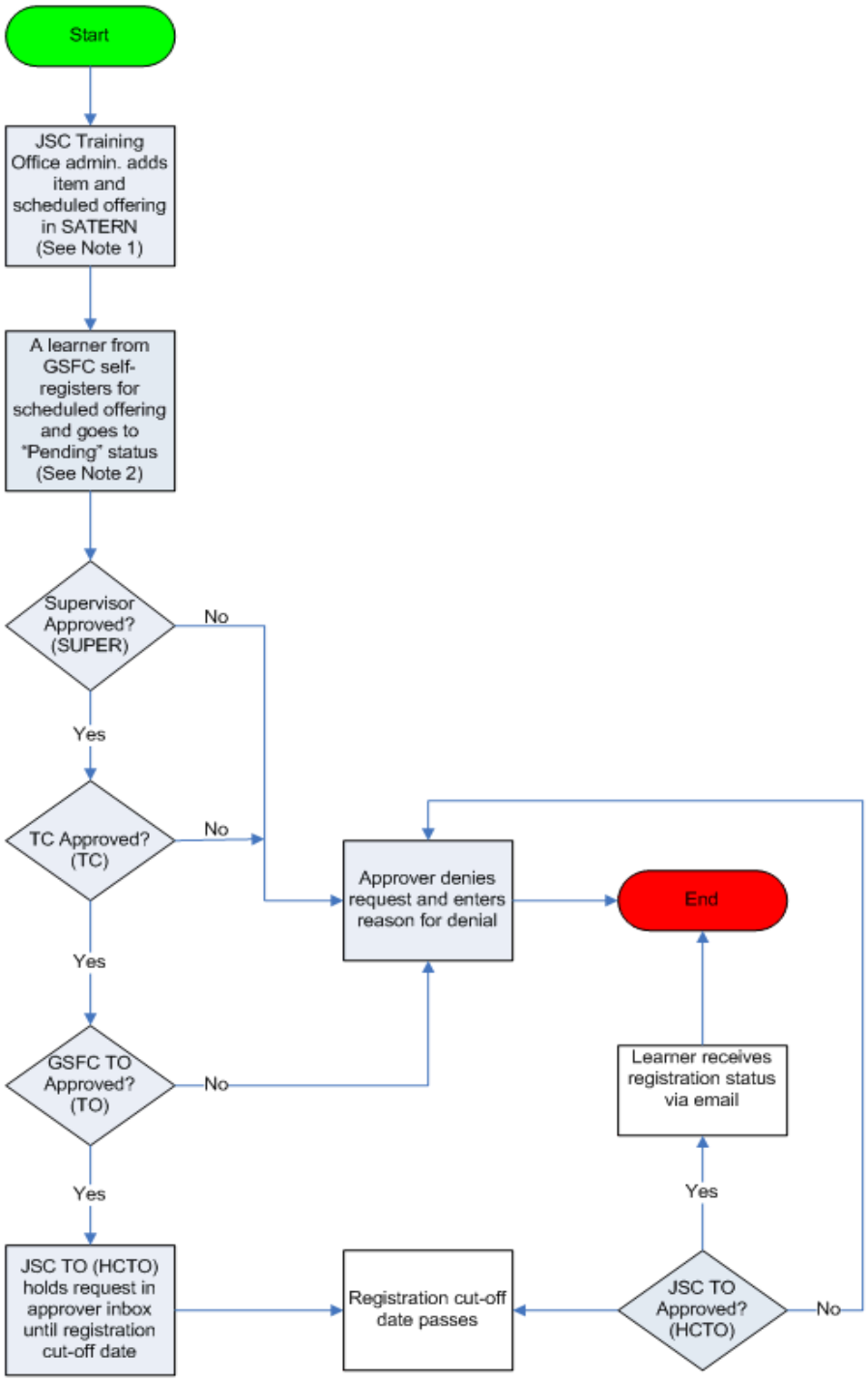
Host Center's Facility & Location

Screen Shot 8: Approver's View of Scheduled Offering Details



Approvals - Other Center Training
4-Step SUPER/TC/TO/HCTO

Scenario: A scheduled offering, being hosted by JSC, is open to all NASA centers. A learner from GSFC wants to enroll in the class.



Note 1:

- JSC TO admin. includes statement in item description. (See Screen Shot 1)
- JSC TO admin. assigns the host center domain (JSC) to the item and scheduled offering, assigns a 4-step Super/TC/TO/HCTO approval process to the scheduled offering, and checks the "Approval Required" checkbox. (See Screen Shot 2)
- JSC TO admin. checks "Self Registration" checkbox and inputs a registration cut-off date that is 10 days from the class start date. (See Screen Shot 3)
- JSC TO admin. inputs contact email, phone, and fax for the JSC Training Office contact coordinating the class. (See Screen Shot 4)
- JSC TO admin. adds item and scheduled offering to the NASA catalog. (See Screen Shot 5)
- JSC TO admin. assigns the HCTO approval role to him/herself or a person in the Training Office with a control domain of NASA (Include Sub-Domains). (See Screen Shot 6)

Note 2:

- Learner will be able to see host center's Facility and Location when browsing the catalog. Facility Descriptions must contain the center prefix. (See Screen Shot 7)
- Approvers will be able to see the host Facility & Location, Contact Info., and Learner Comments. (See Screen Shot 8)

Legend

SATERN Process

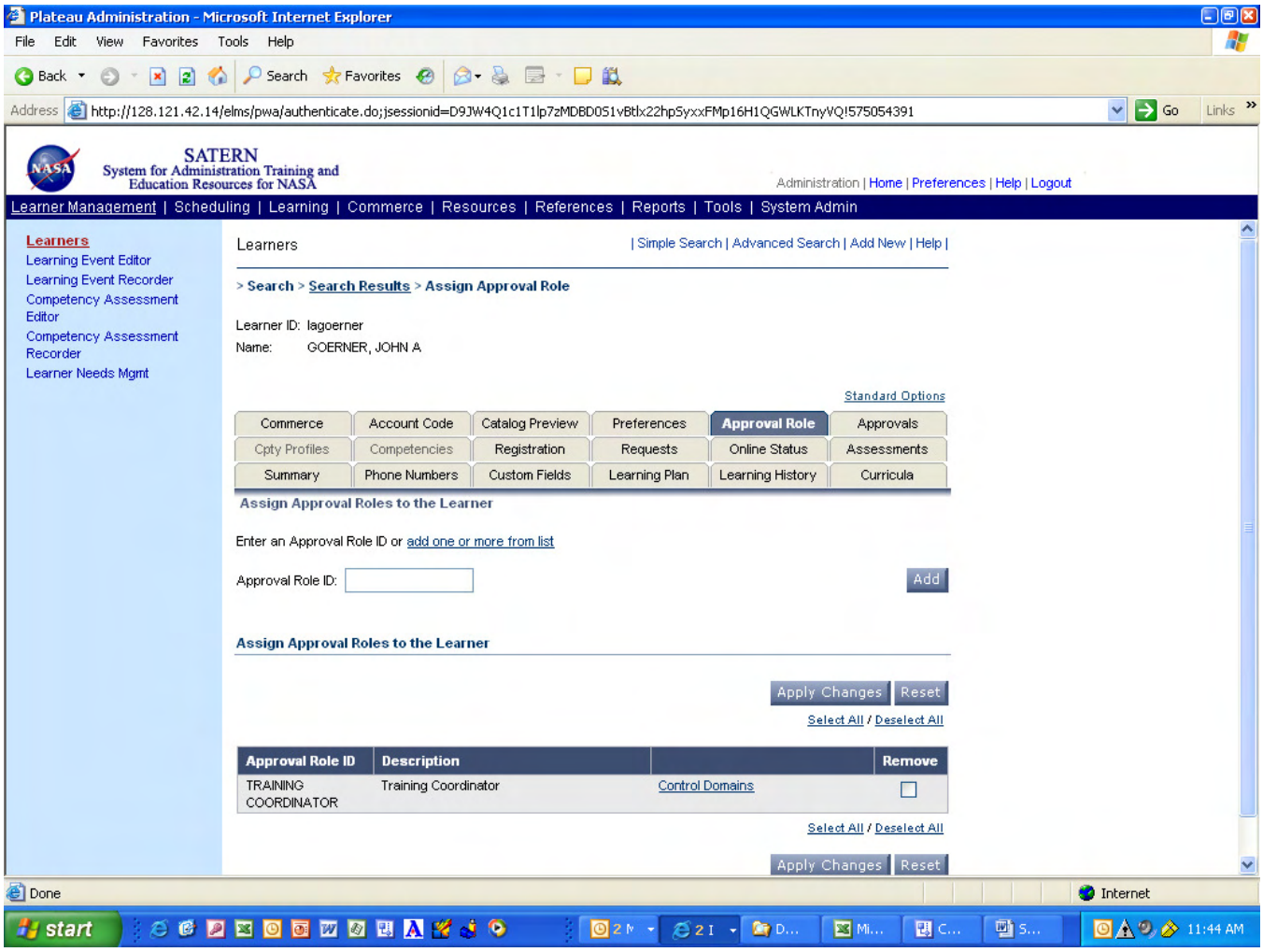
External Force/Process

Appendix E: Contractor Process Screen Shots

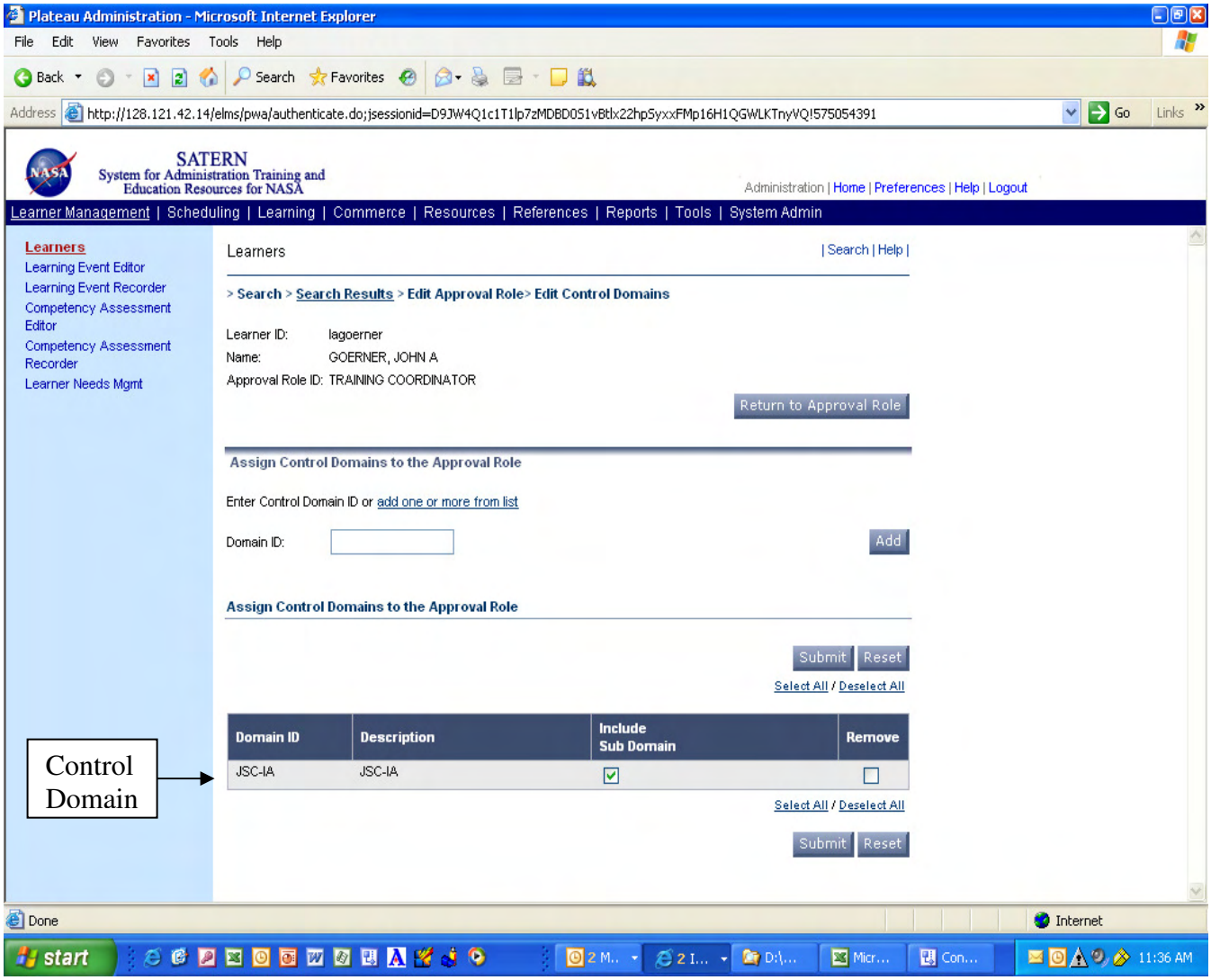
Screen Shot List

Screen Shot 1 – Assigning the TC Approval Role (Civil Servants Only)
Screen Shot 2 – Assigning the Control Domain for Organization TC (Civil Servants Only)
Screen Shot 3 – Assigning the Contractor TC Approval Role to a Training Office Admin
Screen Shot 4 - Assigning the TO Approval Role with the Center Control Domain
Screen Shot 5 – Assigning the 3-step Approval Process to the Scheduled Offering
Screen Shot 6 – Placing the Scheduled Offering into the Center Catalog
Screen Shot 7 – Self-Registration Checkbox and Registration Cut-off Date
Screen Shot 8 – Contractor TC Approval Inbox
Screen Shot 9 – Registration Tab in Scheduled Offering
Screen Shot 10 – Assigning the 2-step Approval Process to the Scheduled Offering
Screen Shot 11 – Self-Reg. Checkbox, Registration Cut-off Date, and Max. Registration

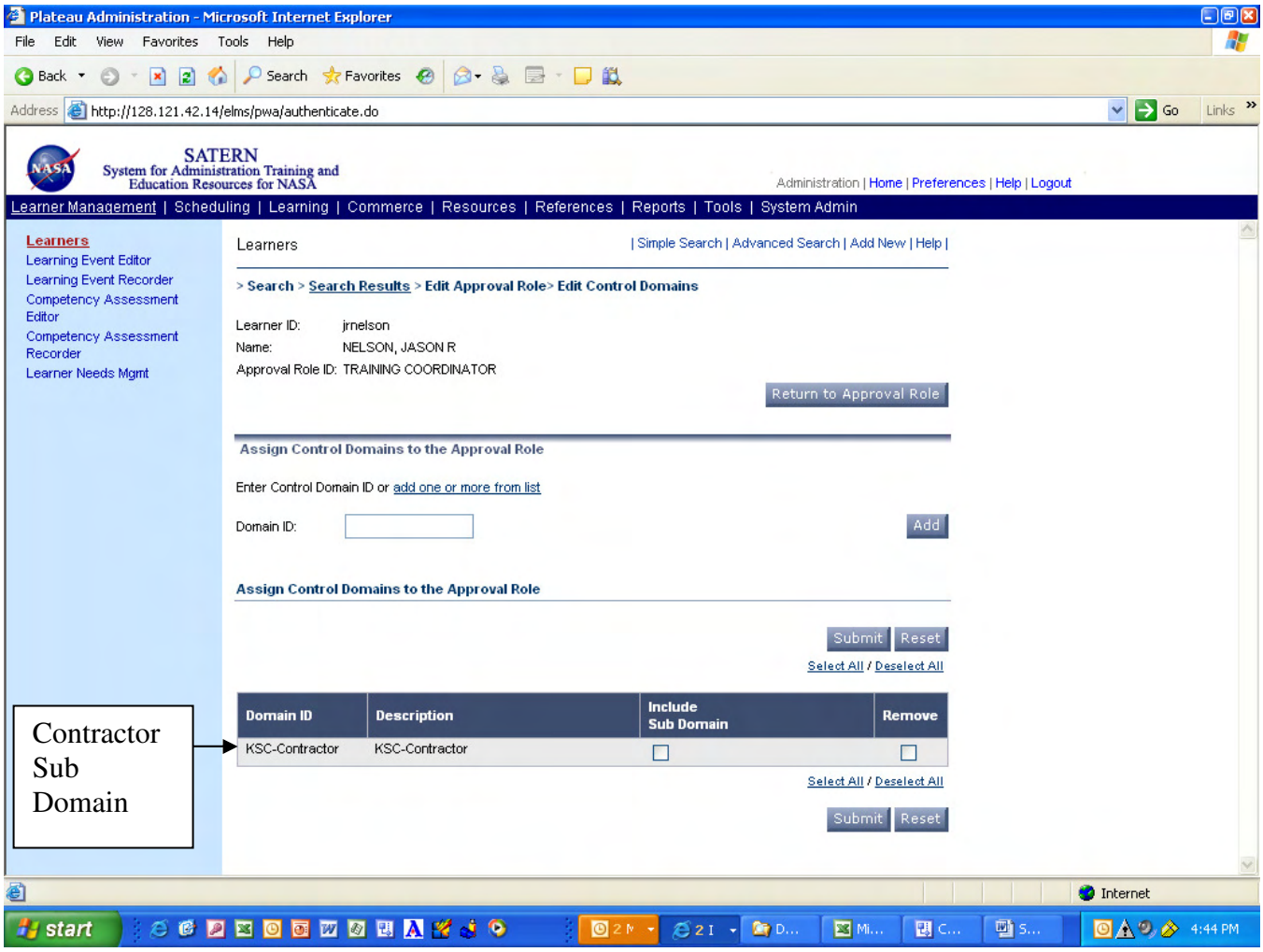
Screen Shot 1 – Assigning the TC Approval Role (Civil Servants Only)



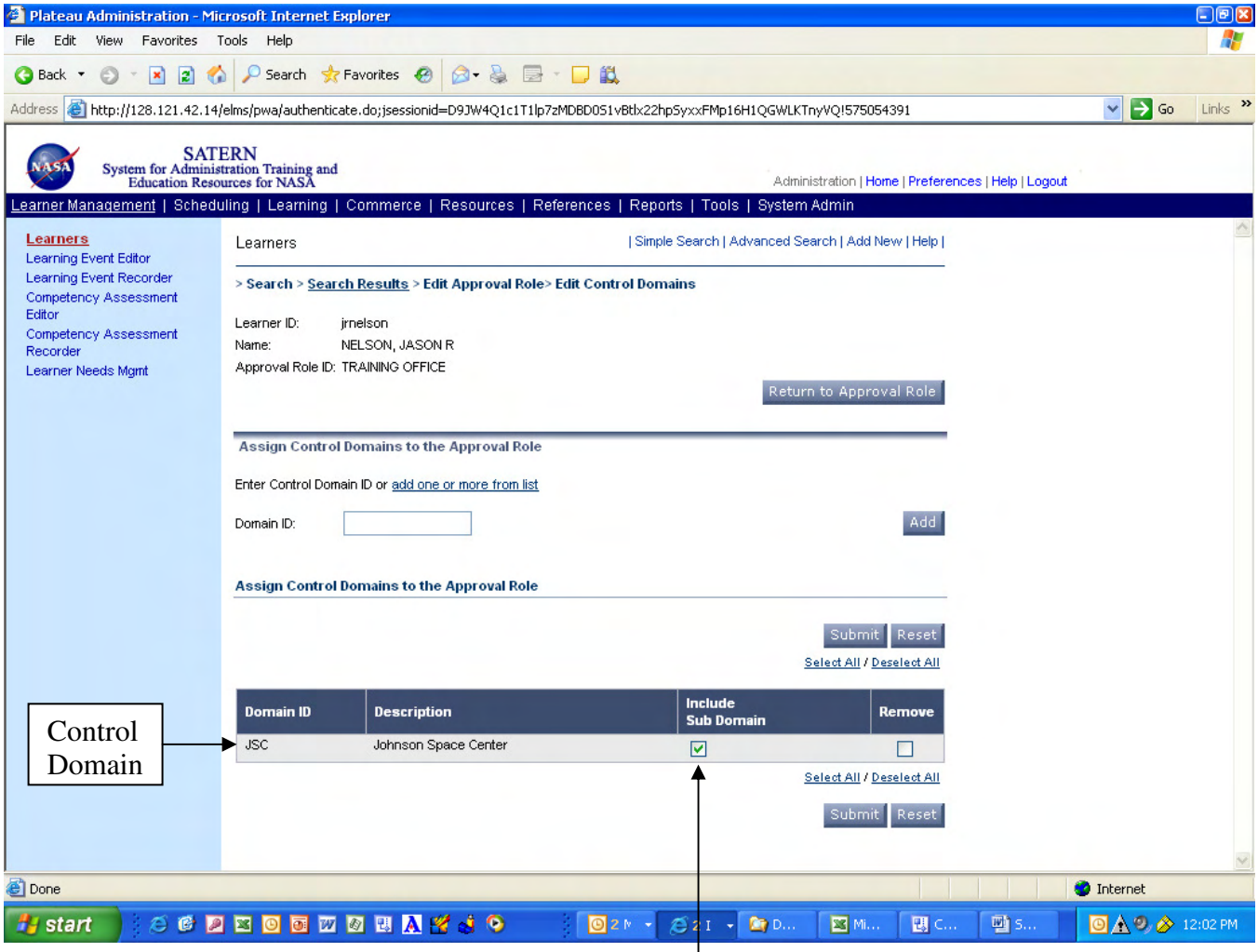
Screen Shot 2 – Assigning the Control Domain for Organization TC (Civil Servants Only)



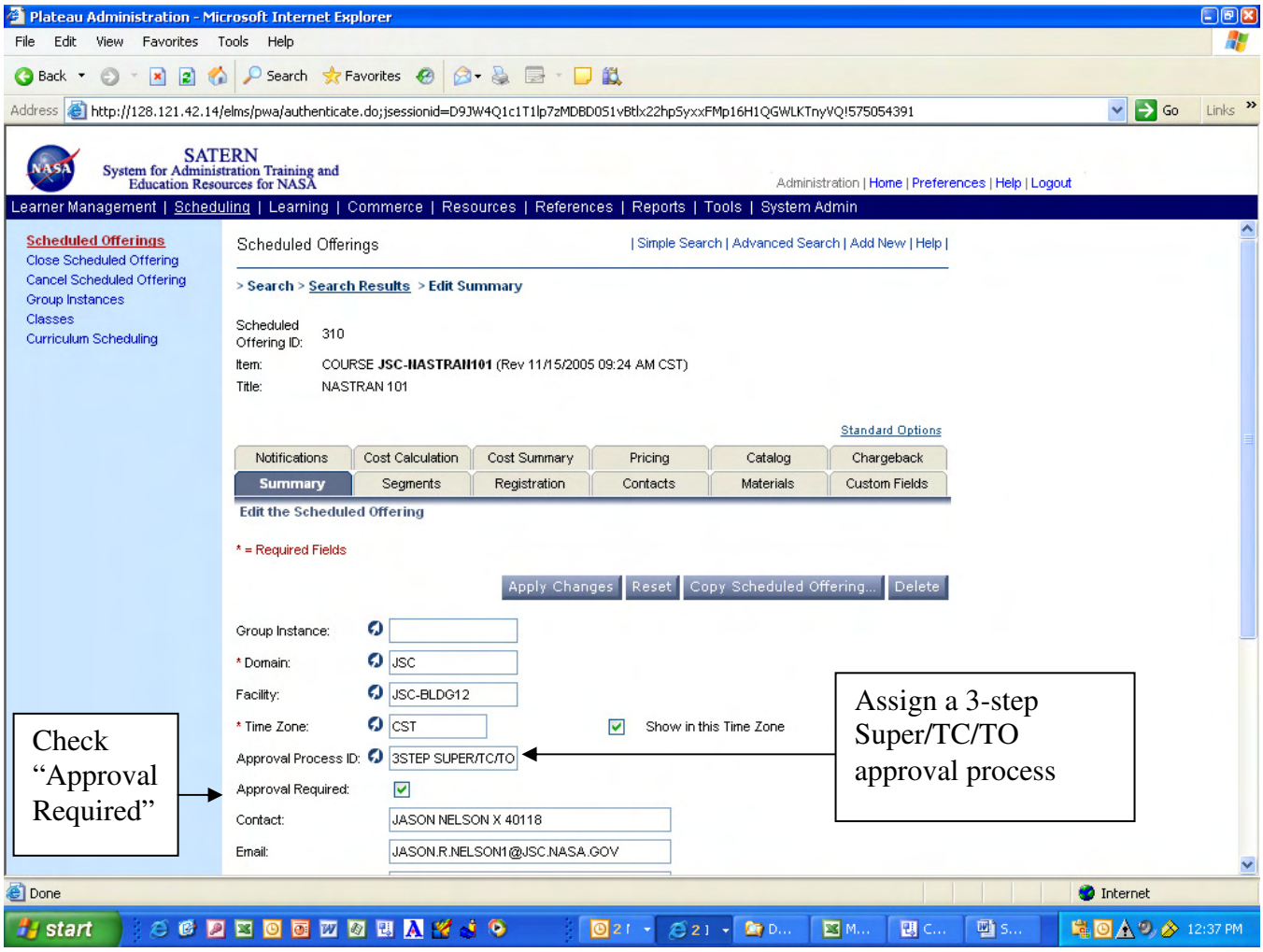
Screen Shot 3 – Assigning the Contractor TC Approval Role to a Training Office Admin.



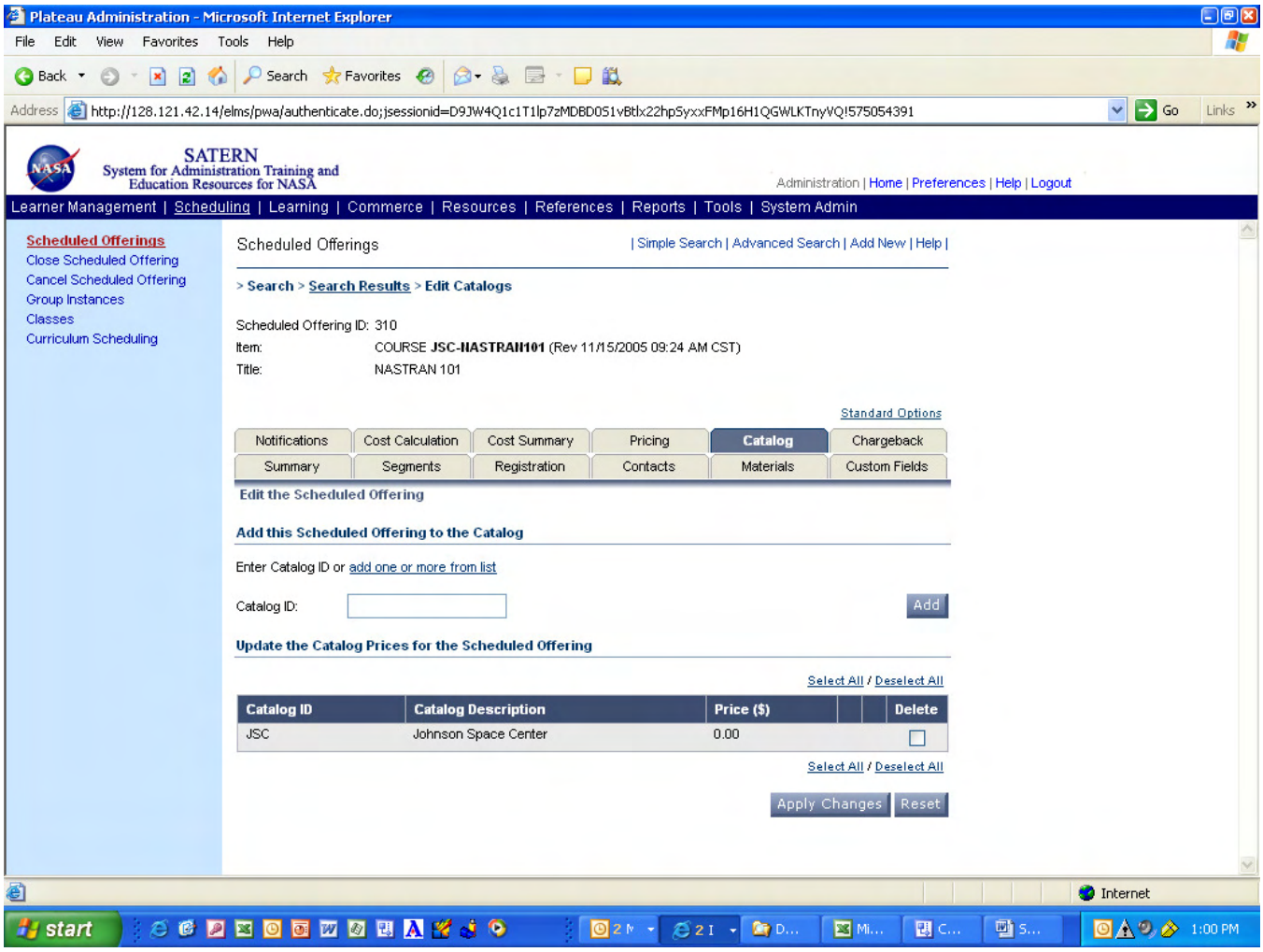
Screen Shot 4 - Assigning the TO Approval Role with the Center Control Domain



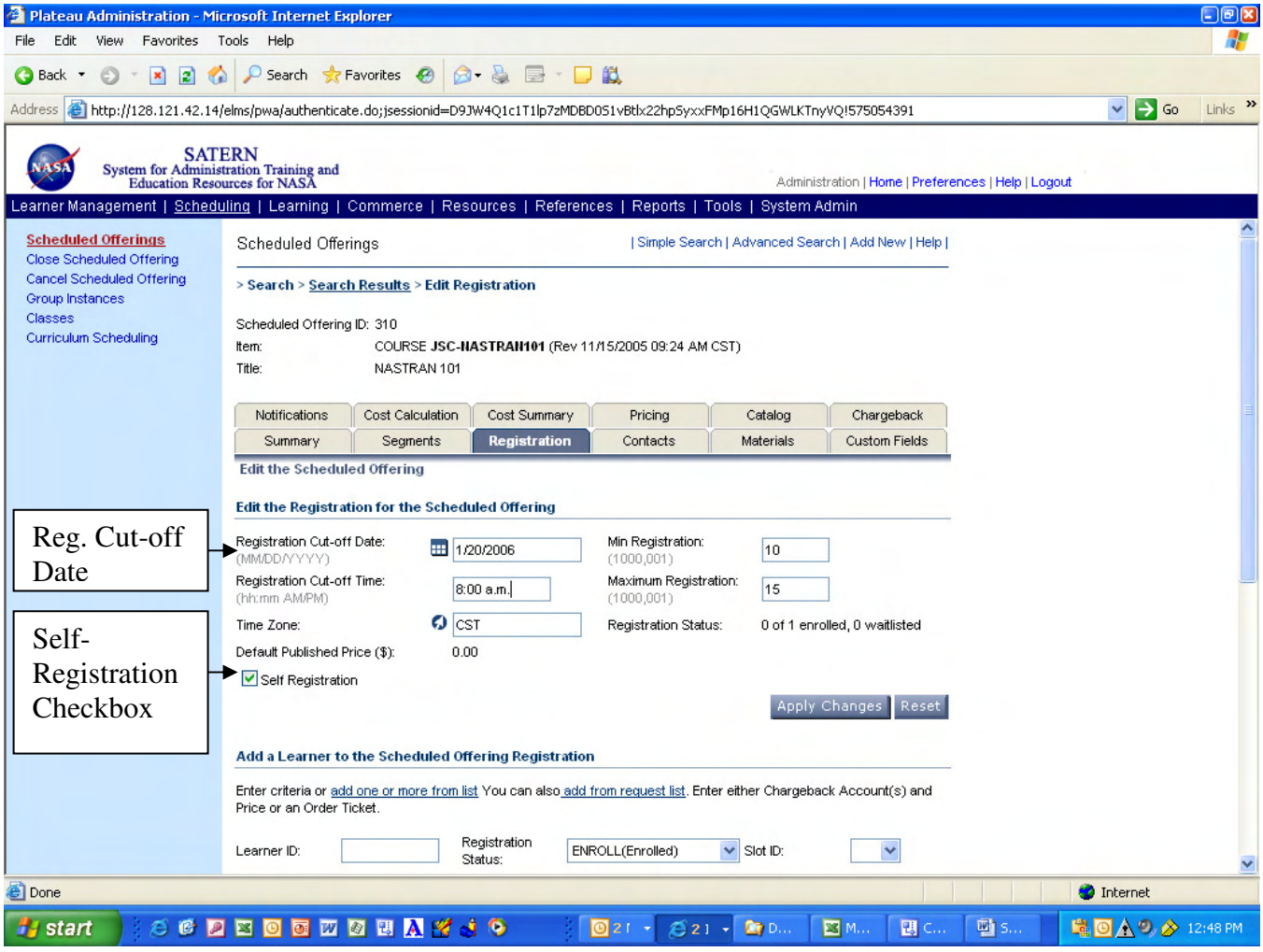
Screen Shot 5 – Assigning the 3-step Approval Process to the Scheduled Offering



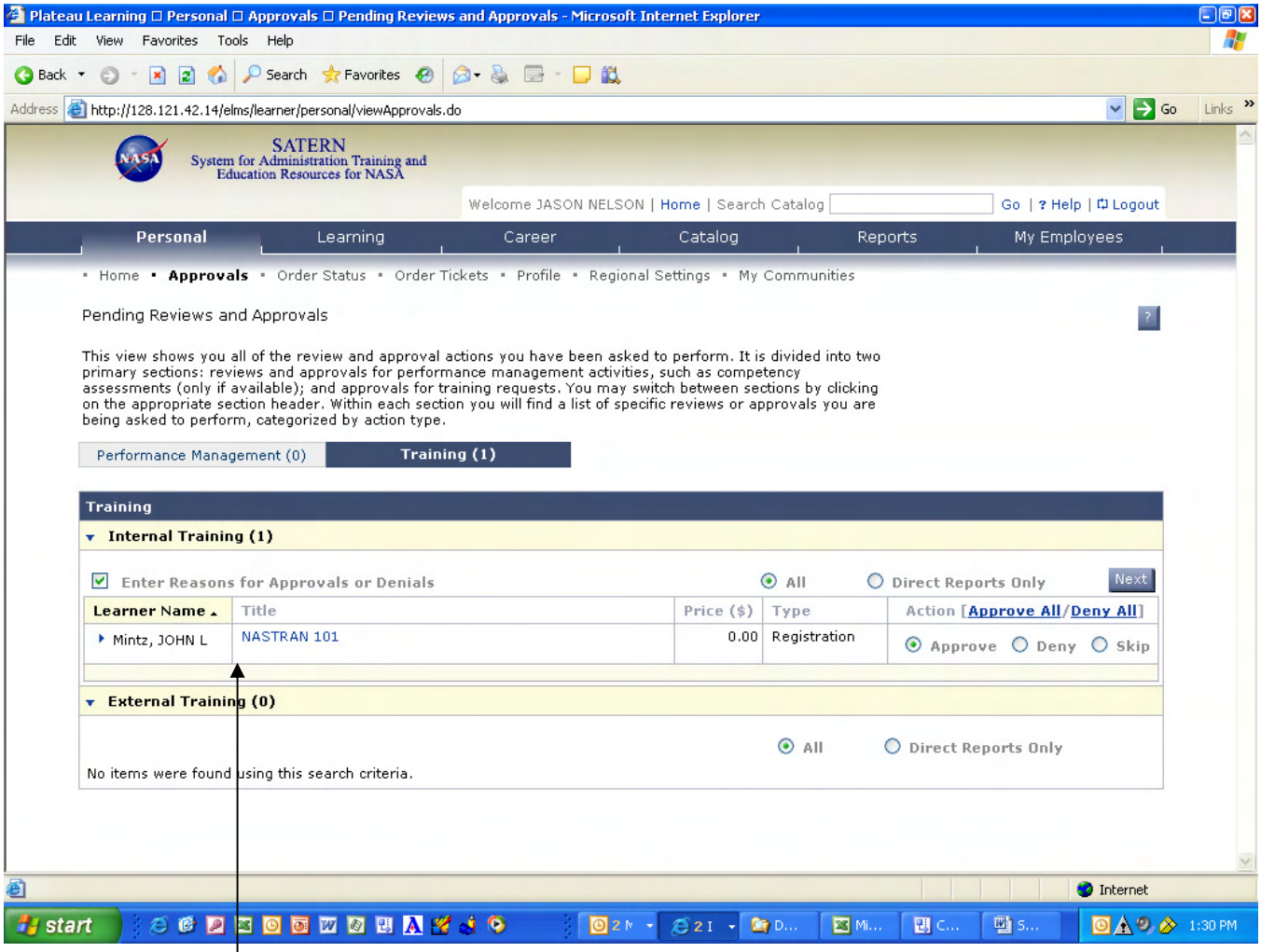
Screen Shot 6 – Placing the Scheduled Offering into the Center Catalog



Screen Shot 7 – Self-Registration Checkbox and Registration Cut-off Date

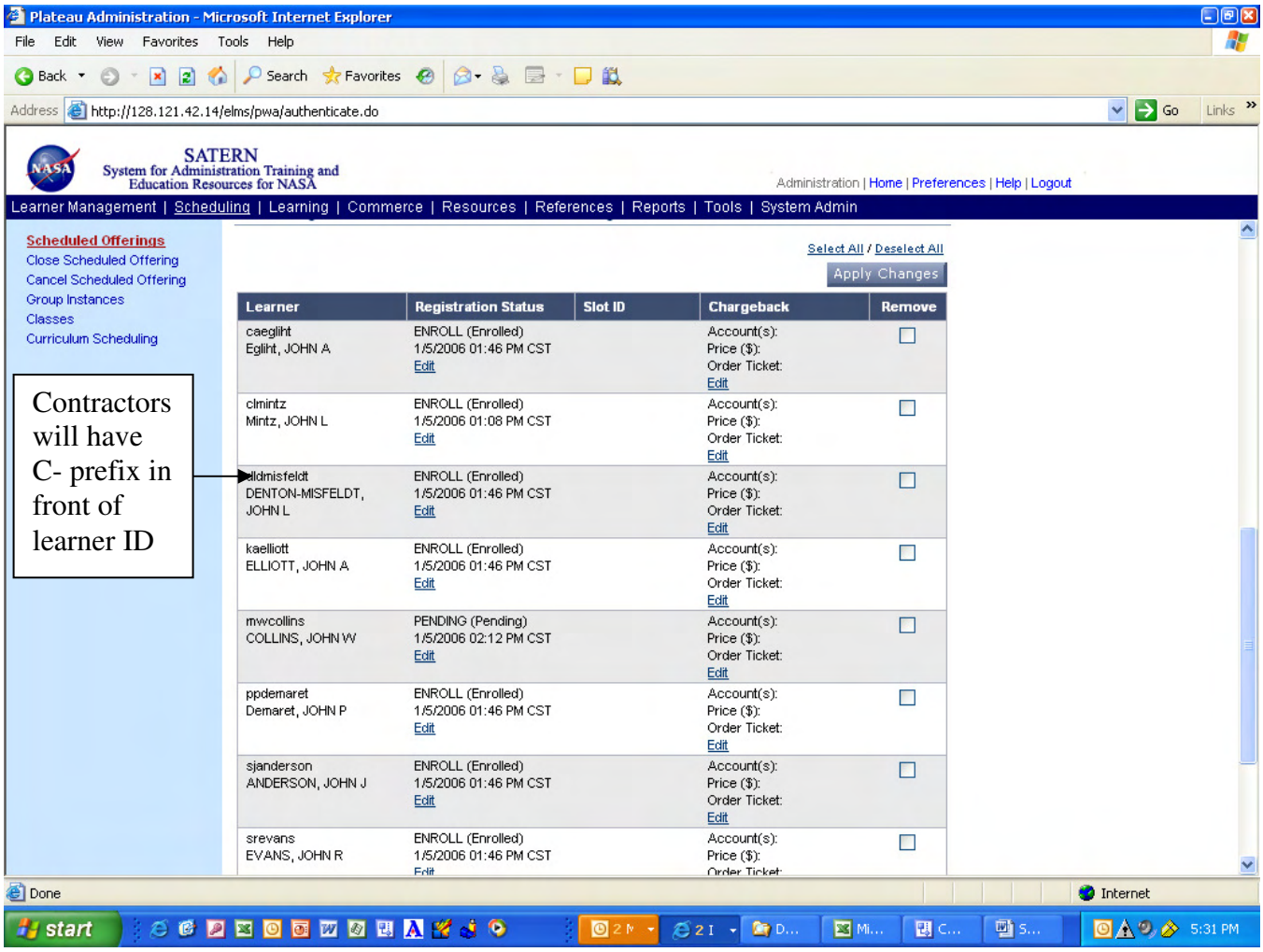


Screen Shot 8 – Contractor TC Approval Inbox (The Contractor TC is a Training Office Administrator)

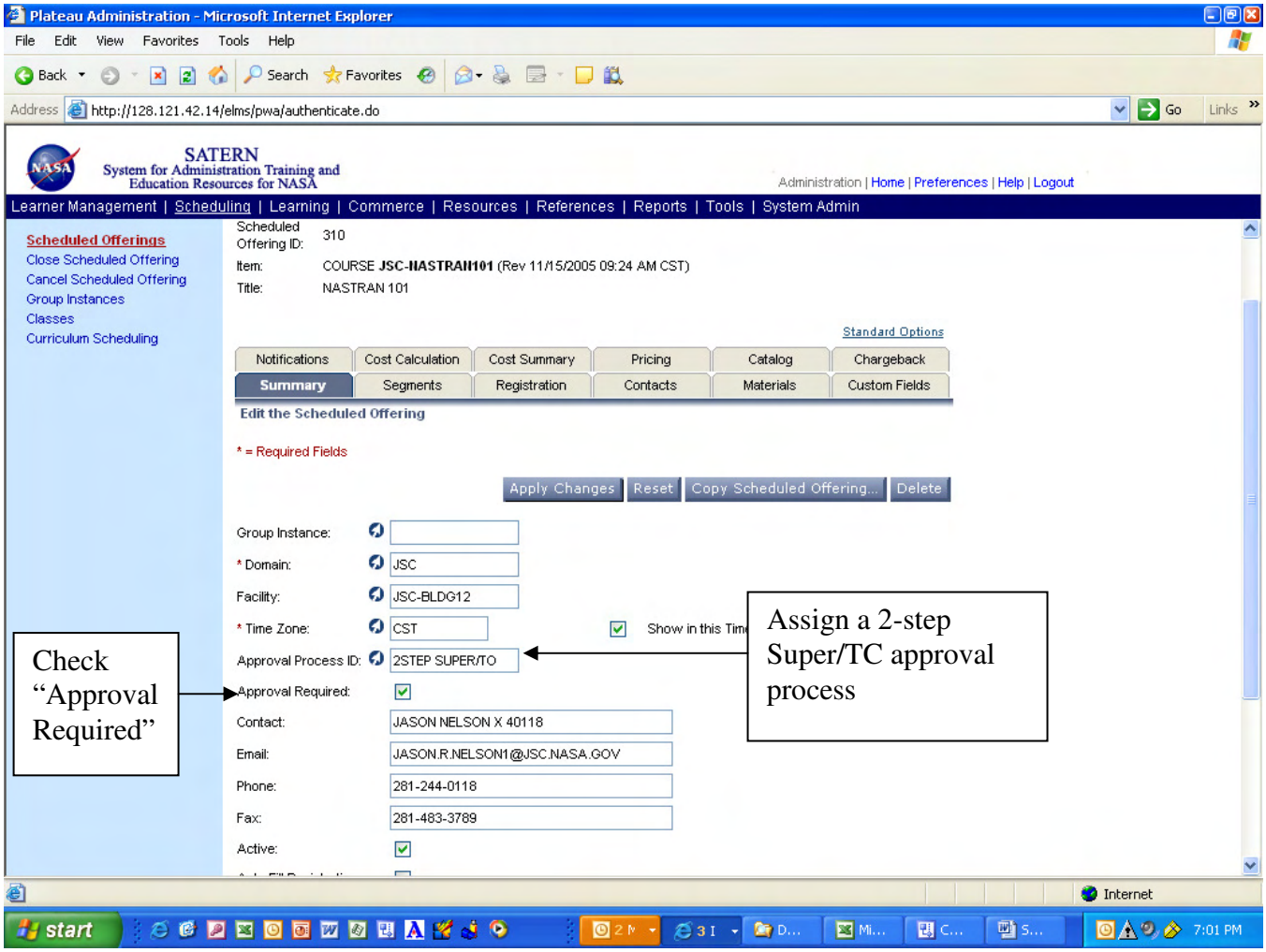


Learner ID w/ C-prefix will appear here

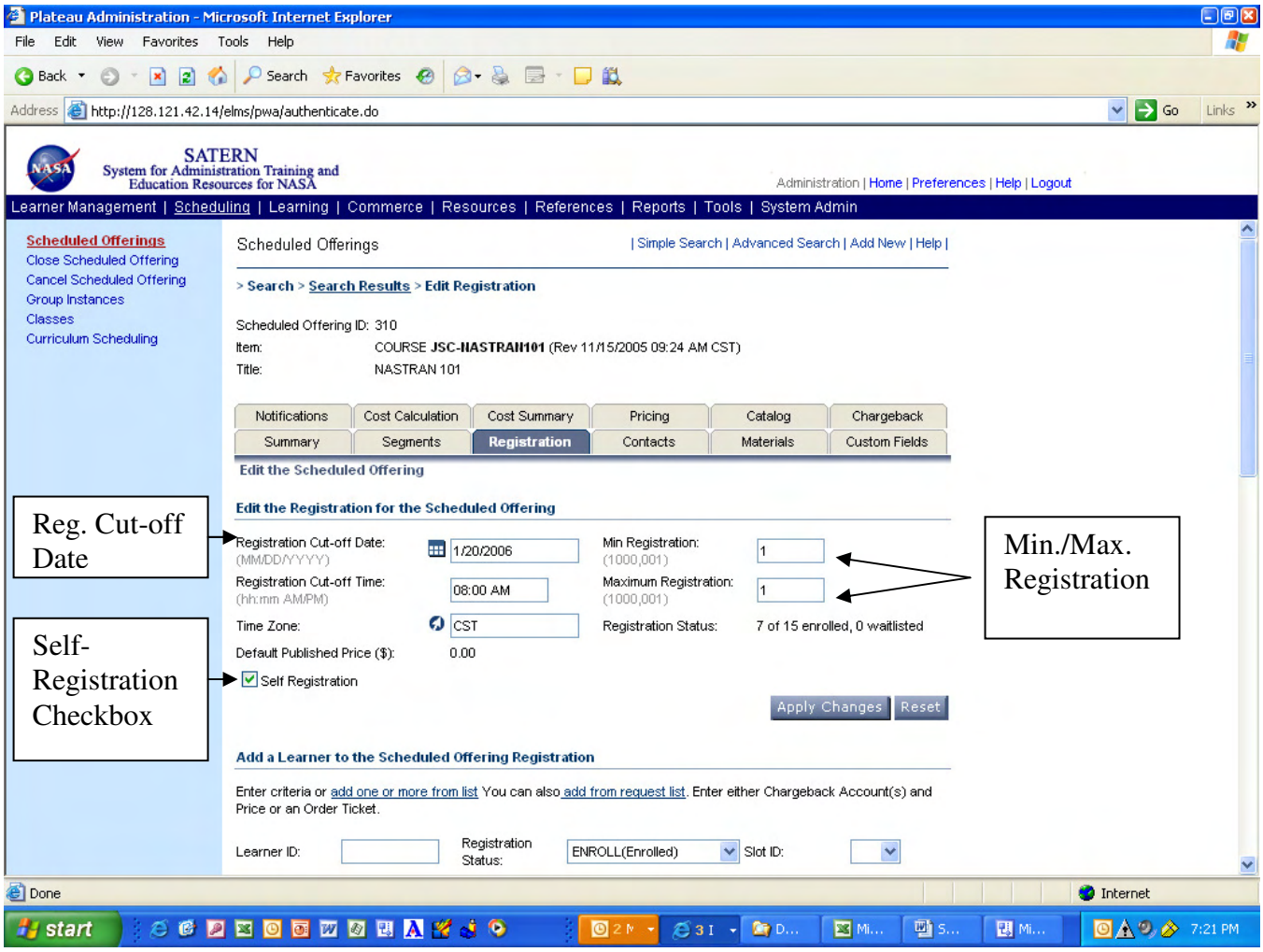
Screen Shot 9 – Registration Tab in Scheduled Offering



Screen Shot 10 – Assigning the 2-step Approval Process to the Scheduled Offering



Screen Shot 11 – Self-Registration Checkbox, Registration Cut-off Date, and Min./Max. Registration



Appendix F: Glossary

Assignment Type – identifies the Item priority on a Learner's Learning Plan. Examples: Optional, Required.

Calendar Basis – allows the Admin to define calendar periods using the Basis Date. Learners must complete the Items before the end of the first full interval.

Catalog – the listing of available Items and Scheduled Offerings that Learners view and assign.

Completion Status – indicates the successful, or unsuccessful, completion of an Item or Scheduled Offering (e.g. Passed, Failed, etc).

Curriculum – a group of one or more Items that Admins, Learners, or Plateau Learning assign to Learners and track as a group.

Domain – a data 'location' that determines Admin ownership. Domains are used to control all records, including Learners in the database.

Domain Restriction – a record that determines in which Domains an Administrator may perform assigned workflows.

Effective Date – identifies when the Curriculum status changes to "Incomplete" if the Learner does not complete the Item. This is equivalent to a "Grace Period."

Event Basis – based on a straight timeline from the assignment or completion of an Item within a Curriculum.

Item – an assignable unit that Plateau Learning tracks and records completion. Items are usually learning-related such as an Instructor-led course or online training.

Item Classification –

- *Online* – the Item is entirely Online Content.
- *Instructor-Led* – the Item is Instructor-led. Blended Learning is not a separate Item Classification, but Instructor-led training with Online Content.
- *Other* – the Item is a physical object (e.g. book, video cassette, etc.).

Learner – a database record that represents an employee.

Learning Event – a Learner's participation, completion, or attempted completion of an Item. This record, located under Learning History, contains the completion status, the completion/attempt date, and additional information.

Learning History – a detailed list of recorded Learning Events for a Learner.

Learning Plan – a "to-do" list of assigned Items for a Learner. It also includes the Required Date for each Item.

Notification – system generated emails sent to Learner, Supervisors, and/or Instructors.

Online Content – training content that the Learner launches from the Plateau Learning application (e.g. HTML pages, Flash movies, Word Documents, etc.).

Prerequisite – an Item the Learner must complete before he/she can self-register for a Scheduled Offering or launch an Online Item.

Required Date – the due date of an Item.

Retraining Interval – the number of days before a Learner must successfully complete an Item again.

SATERN – a web based software package that manages employee learning and training.

Scheduled Offering – an Instructor-led or Blended Learning Item with a scheduled date and time.

Segment – a block of instruction within a Scheduled Offering. Scheduled Offerings must contain at least one segment.

Sub Curriculum – a Curriculum assigned to a parent Curriculum.

Subject Areas – Categories that are associated with Items (used to "Browse" the catalog)

Substitute – an Item that, upon successful completion, provides credit for another Item.

Subordinates – a Learner that has a specified Supervisor.

Supervisor – a Learner that oversees the learning of one or more Learners.

Appendix G: Training Materials and Job Aids on SATERNINFO.

In addition to other helpful SATERN documentation, training materials and job aids have been developed by the NASA SATERN project team specifically for use by Center and Discipline representatives. The website is constantly updated as training needs are identified. Check the website for the most up-to-date listing. Administrators may download these documents and more from the SATERNINFO Information Page (https://saterninfo.nasa.gov).

Under the SATERN Resources > Training Materials link:

SATERN for Supervisors
Description: PowerPoint presentation to be used for Supervisor classes.

SATERN Overview for Learners
Description: PowerPoint presentation to be used for Learner training sessions or other briefings.

SATERN Quick Reference Guide
Description: Step-by-step answers to functional questions for Learners and Supervisors.

SATERN External Training Quick Reference Guide
Description: Brochure for Learners and Supervisors on how to fill in an External Training Request and the five-step external training process

SATERN External Training for Learners and Supervisors
Description: PowerPoint presentation to be used for Learners and Supervisors external training briefings.

Job Aid: Add an Item
Document Type: Word document in .pdf format
Description: A step-by-step guide on how to add an Item. Also includes how to add an online evaluation

Job Aid: Schedule an Offering
Document Type: Word document in .pdf format
Description: A step-by-step guide on how to schedule an offering.

Job Aid: Contractor Scheduled Offering Registration
Document Type: Word document in .pdf format
Contents: A step-by-step guide on how to enroll a contractor in a Scheduled Offering.

Job Aid: Record a Learning Event
Document Type: Word document in .pdf format
Description: A step-by-step guide on how to properly record a learning event at NASA.

Appendix H: Learner Reference Code Values

1. UUPIC – Universal Uniform Personal Identification Code

Source: NASA Security Procedures Requirement (NSPR 1600-1)

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
9 digit unique number	UUPIC	Universal Uniform Personal Identification Code – Replaces SSN

2. Duty Status

Source: FPPS

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
A	ACTIVE	
C	CAREER-SEASONAL	
D	DEATH	
F	FECA	
I	IPA 50% REIMBURSED	
L	LWOP/FURLOUGH/SUSPENSION	
M	MILITARY FURLOUGH	
N	SEPARATIONS-RIF/IN LIEU OF ADV ACT	
P	IN PROGRESS	
Q	SEPARATIONS-QUITS	
R	SEPARATIONS-RETIRMENT	
S	SEPARATIONS-INTERNATIONAL ORG/IPA	
U	SEPARATIONS-RSGN/TERM/DSCHG/RMV	
V	CASUAL/ACTIVE	
W	CASUAL/INACTIVE	
Y	ACTIVE YCC ENROLLEE	
Z	SEPARATED YCC ENROLLEE	

3. Ethnic Origin

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)

A	AMERICAN INDIAN	A person having origins in any of the original people of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.)
B	ASIAN	A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.)
C	AFRICAN AMERICAN	A person having origins in any of the black racial groups of Africa. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.)
D	HISPANIC	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include people of Portuguese culture or origin.
E	CAUCASIAN	A person having origins in any of the original people of Europe, North Africa, or the Middle East. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes people not included in other categories. (This code must not be used for employees in Puerto Rico.)
F	ASIAN INDIAN	A person having origins in any of the original people of the Indian subcontinent, i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. **(This code is for use in Hawaii only.)**
G	CHINESE	A person having origins in any of the original people of China. **(This code is for use in Hawaii only.)**
H	FILIPINO	A person having origins in any of the original people of the Philippines. **(This code is for use in Hawaii only.)**
J	GUAMANIAN	A person having origins in any of the original people of Guam (e.g., Chamorro). **(This code is for use in Hawaii only.)**
K	HAWAIIAN	A person having origins in any of the original people of Hawaii. Includes people who are Part Hawaiian and identify most closely with the Hawaiian category. **(This code is for use in Hawaii only.)**

L	JAPENESE	A person having origins in any of the original people of Japan. **(This code is for use in Hawaii only.)**
M	KOREAN	A person having origins in any of the original people of Korea. **(This code is for use in Hawaii only.)**
N	SAMOAN	A person having origins in any of the original people of Samoa. **(This code is for use in Hawaii only.)**
OTHER	OTHER	
P	VIETNAMESE	A person having origins in any of the original people of Vietnam. **(This code is for use in Hawaii only.)**
Q	OTHER ASIAN/PACIFIC	A person having origins in any of the original people of Asia or the Pacific Islands not included in codes F through P above. **(This code is for use in Hawaii only.)**
Y	NOT HISPANIC IN PUERTO RICO	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. **(This code is for use in Puerto Rico only.)**

4. Handicap code

**** Denotes Targeted Handicap**

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
01	HANDICAP NOT IDENTIFIED	
04	NO HANDICAP. (ACCESSION PRIOR TO 10/01/87)	
05	NO HANDICAP	
06	HANDICAP NOT LISTED	
13	SEVERE SPEECH MALFUNCTION OR INABILITY TO SPEAK, HEARING IS NORMAL	
15	HARD OF HEARING	
16	TOTAL DEAFNESS IN BOTH EARS WITH UNDERSTANDABLE SPEECH **	
17	TOTAL DEAFNESS IN BOTH EARS AND UNABLE TO SPEAK CLEARLY **	
22	ABILITY TO READ ORDINARY SIZE PRINT WITH GLASSES BUT LOSS OF PERIPHERAL	
23	INABILITY TO READ ORDINARY SIZE PRINT, NOT CORRECTABLE BY GLASSES **	
24	BLIND IN ONE EYE	
25	BLIND IN BOTH EYES **	
27	ONE HAND MISSING	
28	ONE ARM MISSING **	
29	ONE FOOT MISSING	
32	ONE LEG MISSING **	
33	BOTH HANDS OR ARMS MISSING **	
34	BOTH FEET OR LEGS MISSING **	
35	ONE HAND OR ARM AND ONE FOOT OR LEG MISSING **	
36	ONE HAND OR ARM AND BOTH FEET OR LEGS MISSING **	
37	BOTH HANDS OR ARMS AND ONE FOOT OR LEG MISSING **	
38	BOTH HANDS OR ARMS AND BOTH FEET OR LEGS MISSING **	

44	LOSS OF ABILITY TO MOVE OR USE ONE OR BOTH HANDS
45	LOSS OF ABILITY TO MOVE OR USE ONE OR BOTH FEET
46	LOSS OF ABILITY TO MOVE OR USE ONE OR BOTH ARMS
47	LOSS OF ABILITY TO MOVE OR USE ONE OR BOTH LEGS
48	LOSS OF ABILITY TO MOVE OR USE HIP OR PELVIS
49	LOSS OF ABILITY TO MOVE OR USE BACK
57	LOSS OF ABILITY TO MOVE OR USE ANY COMBINATION OF TWO OR MORE PARTS OF THE BODY
61	PARTIAL PARALYSIS - ONE HAND
62	PARTIAL PARALYSIS - ONE ARM, ANY PART
63	PARTIAL PARALYSIS - ONE LEG, ANY PART
64	PARTIAL PARALYSIS - BOTH HANDS **
65	PARTIAL PARALYSIS - BOTH LEGS, ANY PART **
66	PARTIAL PARALYSIS - BOTH ARMS, ANY PART **
67	PARTIAL PARALYSIS - ONE SIDE OF BODY, INCLUDING ONE ARM AND ONE LEG **
68	PARTIAL PARALYSIS - THREE OR MORE MAJOR PARTS **
70	COMPLETE PARALYSIS - ONE HAND
71	COMPLETE PARALYSIS - BOTH HANDS **
72	COMPLETE PARALYSIS - ONE ARM **
73	COMPLETE PARALYSIS - BOTH ARMS **
74	COMPLETE PARALYSIS - ONE LEG **
75	COMPLETE PARALYSIS - BOTH LEGS **
76	COMPLETE PARALYSIS - LOWER HALF OF BODY INVOLVING LEGS **
77	COMPLETE PARALYSIS - ONE SIDE OF BODY, INCLUDING ONE ARM AND ONE LEG **
78	COMPLETE PARALYSIS - THREE OR MORE MAJOR MEMBERS OF THE BODY (ARMS AND LEGS) **
80	HEART DISEASE, WITH NO RESTRICTION OR LIMITATION OF ACTIVITY
81	HEART DISEASE, WITH RESTRICTION OR LIMITATION OF ACTIVITY
82	CONVULSIVE DISORDERS
83	BLOOD DISEASE **
84	DIABETES
86	PULMONARY OR RESPIRATORY DISORDERS
87	KIDNEY DYSFUNCTIONING
88	CANCER WITH COMPLETE RECOVERY. A HISTORY OF CANCER WITH COMPLETE RECOVERY
89	CANCER UNDERGOING SURGICAL AND/OR MEDICAL TREATMENT
90	MENTAL RETARDATION **
91	MENTAL OR EMOTIONAL ILLNESS **
92	SEVERE DISTORTION OF LIMBS AND/OR SPINE **
93	DISFIGUREMENT OF FACE, HANDS, OR FEET
94	LEARNING DISABILITY

5. Veterans Preference

Source: The CPDF Guide to Personnel Data Standards

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
1	None	Person is not entitled to veterans preference.
2	5-point	Veteran is entitled to 5-point preference.

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
3	10-point/disability	Veteran is entitled to 10-point preference due to a serviceconnected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more).
4	10-point/compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.
5	10-point/other	Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a serviceconnected disability; and (2) the widow/widower and mother of a deceased wartime veteran.
6	10-point/compensable/30 percent	Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.

6. NASA Class Code

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
10000	Wage Grade	
20001	Pending Classification	
20101	General Engineer	
20201	Safety Engineer	
20301	Fire Prevention Engineer	
20501	Materials Engineer	
20602	Landscape Engineer	
20701	Civil Engineer	
20702	Structural Engineer	
21001	Environmental Engineer	
21101	Mechanical Engineer	
21401	Electrical Engineer	
21501	Electronics Engineer	
21601	Naval Engineer	
21701	Chemical Engineer	
21901	Industrial Engineer	
22001	Aerospace Engineer	
25001	Health Physicist	
25101	Physicist	
25201	Chemist	

25301	Metallurgist
25401	Meteorologist
27001	Mathematician
27101	Mathematical Statistician
27102	Computer Scientist
27201	Statistician
27301	Operations Research Analyst
28101	Agronomist
28201	Cartographer
28301	Geographer
28501	Photographic Technologist
29500	Expert
29600	Consultant
29999	Graduate Coop Student
30001	Pending Classification
30101	Engineering Aid
30102	Architectural Technician
30103	Civil Engineering Technician
30104	Chemical Engineering Tech
30105	Mining Engineering Tech
30106	Electrical Engineering Tech
30107	Engineering Technician
30108	Materials Engineering Tech
30109	Mechanical Eng Technician
30110	Nuclear Engineering Tech
30111	Naval Architectural Tech
30112	Industrial Engineering Tech
30113	Aerospace Engineering Tech
30114	Industrial Engineering Aid
30115	Petroleum Engineering Aid
30116	Biomedical Eng Tech
30117	Student Trainee (Eng Aid)
30501	Electronic Technician
31001	Engineering Drafting
31501	Equip Spec – Electrical
31502	Equipment Specialist
31503	Equip Spec – Machinery
31504	Equipment Spec – Prec. Instrs.

31505	Equip Spec – Air Prop. Sys.
31506	Equip Spec – Electronic
31507	Equip Spec – Automotive
31508	Equip Spec – Machine
32001	Mathematics Techn/Aid
32002	Mathematics Aid
32501	Physical Science Aid
32502	Physical Sci Technician
33001	Meteorological Technician
33101	Bil Lab Technician
33102	Biological Aid/Tech
33103	Agri Research Tech
33201	Cartographic Tech Photo
33202	Surveying Technician
33301	Health Aid Technician
33501	Safety Technician/Supv
33702	Dental Aid/Assistant
33703	Med Machine Aid/Tech
33801	Medical Aid/Technician
34001	Student Trainee – General
34002	Student Trainee – Soc. Sci
34003	Student Trainee – Bio. Sci.
34004	Student Trainee – Engineer
34005	Student Trainee – Phy. Sci.
34006	Student Trainee – Math Sci.
34007	Stu Trainee (Qual. Assur)
34008	Stu Trainee (Med & Health)
34501	Illustrator
34502	Illustrator – Scientific
34503	Illustrator – Tech Equip.
35001	Photographer
35002	Photographer – Still
35003	Photographer – Laboratory
35004	Photographer – Motion Pict.
35005	Photographer – Sci. & Tech.
35006	Photographic Officer
35007	Photographic Aid
35008	

35008	Photographic Aid - Trainee
35009	Stu Trainee (Photography)
35501	Quality Assurance
35502	Qual Assur – Aerospace
35503	Qual Assur – Electrical
35504	Qual Assur – Electronic
35505	Qual Assur – Mechanical
35506	Qual Assur – Materials
35507	Qual Assur – Chemical
35508	Qual Assur – Preserv:Pack
35509	Qual Assur – Metrology
35510	Qual Assur - Process
36001	Construction Inspection
36202	Miscellaneous Inspection
36301	Fire Protect & Prevent
36401	Guard Service
36502	Telecommunications Spec
37001	Facility Management Group
37501	Facility Maint Group
37502	
38001	Production Controller
39001	Ship Surveying
39002	Marine Cargo
39003	Packing
39004	Steward
39005	Gen Housekeeping
39006	Aviation Safety Officer
39007	FLT Sysms Safety SP/OFF
39008	Aircrew Technician Series
39999	
50001	Pending Classification
50002	Stu Trainee (Ofc Support)
50201	Messenger
50301	Receptionist
50401	Mail and File Clerk
50402	Mail Clerk
50403	File Clerk
50	

50501	Correspondence Clerk
50701	Stu Trainee (Education)
51001	Personnel Clerk/Assistant
51002	Discrim Compl Pro Asst/TP
51003	Security Clerk (Typing)
51004	Program Analysis Asst
51005	Resources Asst
51006	Equal Opportunity Asst
51007	Student Trainee - Personnel
51008	Stu Trainee (Public Affrs)
51009	Stu Trainee (Resources)
51010	Program Support Asst
51011	Security Clerk/Assistant
51101	Printing Clerk
51201	Clerk – Translator
51202	Sign Language Aid
51301	Editorial Clerk/Assistant
51302	Stu Trainee (Tech Editor)
51401	Statistical Clerk/Assis.
51501	Office Draftsman
51502	Stu Trainee (Visual Info)
51503	Stu Trainee (Info & Arts)
51601	Computer Clerk/Assist
51602	Stu Trainee (Com/Systems)
51701	Archivist Aid/Technician
51801	Student Management Aid
51901	Medical Record Technician
51902	Stu Trainee (Investigation)
51903	Stu Trainee (Supply)
51904	Stu Trainee (Transportn)
51905	Stu Trainee (Pers Mgmt)
52001	Secretary - General
52002	Secretary - Stenography
52003	Secretary - Typing
52004	Secretary – Dict. Mach. Tran
52005	Secretary (Sten/Ofc Auto)
52006	Secretary – (Ofc Auto)
5210	

52101	Stenographic Unit. Super.
52201	Clerk – Stenographer
52202	Stu Trainee (Clerk – Steno)
52301	Typing Unit Supervisor
52401	Clerk – Typist
52501	Closed Microphone Report
52601	Office Automation Clerk
52602	Office Automation Asst
52701	Information Clerk
53101	Equipment Operator
53201	Elec Accounting Mach Oper
53202	Elec Accounting Mach Sup
53301	Eam Proj Planner/Super
53302	Eam Program Supervisor
53401	Computer Operator
53501	Peripheral Equip Operator
53601	Card Punch Operator
54001	Telephone Operator
54101	Teletypist
54201	Crypt Equip Operator
54301	Communications Equip Oper
54401	Communications Clerk
55001	Office Services Man/Super
55101	Mgmt Clerical & Assistance
55102	Student Trainee Management
56000	Financial Clerical & Asst
56001	Accounting Clerk/Assist
56002	Budget & Account Tech
56003	Budget Clerk/Assistant
56004	Student Trainee (Budget)
56006	Stu Trainee (Fin Mgmt)
56101	Accounts Maint Clerk
56201	Accounting Technician
56301	Teller
56401	Voucher Examiner
56501	Payroll
56701	Accounting Student Train

57001	Purchasing Agent
57002	Procurement Clerk
57003	Stu Trainee (Procurement)
57004	Stu Trainee (Bus & Indus)
57501	Supply Clerical & Tech
57601	Propty Dspsl Cercl Tech
57602	Stu Trainee (Equipment)
57603	Stu Trainee (Facil Mgmt)
58001	Freight Rate Cl Asst/Tech
58101	Travel Clerk/Assistant
58201	Shipment Clerk/Assistant
58301	Cargo Scheduler
58401	Motor Vehicle Dispatcher
58501	Transportation Clerk Asst
59101	Legal Clerk & Techn Ser
59102	Stu Trainee (Legal)
59103	Stu Trainee (Copyrt & Pat)
59501	Library Aid/Tech
59601	Stu Train (Tec Inf/Com SC)
59602	Stu Trainee (Libr & Archv)
60001	Pending Classification
60101	Administrative Management
60102	Administrative Officer
60103	Administrative Operations
60104	Manpwr & Org Officer
60105	Program Management
60106	Support Services Admin
60107	Program Support Analyst
60201	Program Analysis
60201	Program Analysis
60301	Management Analysis
60302	Mgmt & Program Analysis
60401	Project Anal & Control
60501	Computer System Analyst
60502	Computer Programmer
60503	Computer Programr Analyst
60504	Computer Systems Progrmer

60505	Computer Equipment Analyst
60506	Computer Specialist
60601	Resources Mgmt Spec/Off.
61001	Contract Program Admin
61002	Contract Negotiation
61003	Contract Administration
61004	Contract Operations
61005	Contract Pricing Analysis
61006	Contract Termination
61101	Procurement Mgmt General
61102	Procurement Operations
61103	Procurement Analysis
61401	Supply Program Management
61402	Supply Operations
61403	Inventory Management
61404	Distrib Facil – Storage Mgmt
61405	Supply Cataloger
61501	Industrial Property Admin
61601	Property Disposal
61602	Property Utilization
61603	Property Marketing
61701	Realty
61901	General Transportation
61902	Traffic Management
61903	Transportation Operations
62000	Resources Control Spec
62001	Financial Program Mgmt
62101	Financial Operations
62102	Financial Systems
62201	Audit Management
62301	Budget Management
62401	Budget and Accounting
62501	General Accounting
63001	Personnel Program Admin
63002	Personnel Mgmt & Ops.
63101	Pers Staffing – Recruitment
63102	Personnel Staffing
63103	

63103	Pers Staffing – Examining
63201	Position Classification
63301	Employee Development
63401	Labor Relations Spec
63501	Employee Relations
63601	Equal Employment Spec/Mgr
64001	Public Affairs Program Mgmt
64101	Public Affairs Specialist
64301	Protocol
64302	Protocol Officer
65001	Tech Writing & Editing
65101	Writing and Editing
65201	Librarian
65301	Tech Information Services
65401	Technical Lit Translation
66001	Attorney
66002	Law Clerk
66101	Legislative Affairs
66201	Patent Attorney
66301	Patent Adviser
66401	Paralegal Specialist Ser
66601	General Educ & Training
66602	Education Specialist
66701	Training Instruction
67001	Gen Arts & Information
67101	Exhibits Specialist
67201	Visual Information
67301	Audio Visual Production
67501	Security Program Admin
67502	Personnel Security
67503	Physical Security
67504	Industrail Security
67505	Security Ops – General
67601	General Investigation
67602	Criminal Investigation
68001	Gen Business & Industry
68101	Industrial Specialist

68201	Contractor Indus Relatns
69500	Expert
69600	Consultant
69801	Archivist
69802	Recreation Specialist
69803	Foreign Affairs
69804	Manpower Development
69901	International Relations
69902	History
69903	Economics
69904	Communications Management
69905	Safety Management
69906	Printing Management
69907	Aircraft Operations
69908	Community Rel Specialist
69909	Mgmt Intern
69910	Fed Personnel Intern
69911	Logistics Mgmt Specialist
69912	Presidential Mgmt Intern
69999	Graduate Cooperative Stu
70001	Pending Classification
70009	Pending Classification
70090	Pending Classification
70091	Pending Classification
70092	Pending Classification
70093	Pending Classification
70094	Pending Classification
70095	Pending Classification
70096	Pending Classification
70097	Pending Classification
70098	Pending Classification
70099	Pending Classification
70100	Space Sciences
70101	Space Sciences
70103	Ast – Space Sciences
70105	Atmospheres & Ionospheres
70109	Space Sciences
70110	

70110	Ionospheres
70115	Fields and Particles
70120	Stellar Studies
70125	Planetary Studies
70126	Ast – Lunar & Planetary Stu
70130	Meteroid Studies
70135	Solar Studies
70154	Geological Utilization
70155	Oceanographic Utilization
70180	Space Sciences Prog Mgt
70181	Aeronomy Program Mgt
70182	Fields & Particles Prog Mgt
70183	Stellar Studies Prog Mgt
70184	Lun & Plan Stud Prog Mgt
70185	Solar Studies Program
70190	Pending Classification
70191	Pending Classification
70192	Pending Classification
70193	Pending Classification
70194	Pending Classification
70195	Pending Classification
70196	Pending Classification
70197	Pending Classification
70198	Pending Classification
70199	Pending Classification
70200	Applications Sciences
70202	Earth Sciences Remote Sens
70203	Applications Sciences
70204	Atmospheric Chem Dynamics
70205	Global Ecology Studies
70206	Atmospheric Measurement
70207	Applicat/Data Management
70208	Science Missions
70209	Application Sciences
70290	Pending Classification
70291	Pending Classification
70292	Pending Classification

70293	Pending Classification
70294	Pending Classification
70295	Pending Classification
70296	Pending Classification
70297	Pending Classification
70298	Pending Classification
70299	Pending Classification
70581	Ast – Life Scie Prog Mgmt
70620	Psychological Studies
70630	Plant Studies
70650	Molecular Biodynamics
70655	Radiobiological Studies
70860	Bionics Studies
70900	Life Sciences and Systems
70901	Life Sciences and Systems
70909	Life Sciences and Systems
70910	Life Environmental Studies
70911	Life Sciences Pro. Mgmt
70921	Biochemical Processes
70922	Physiological Studies
70923	Neurobiological Studies
70931	Chem & Biological Evolution
70932	Biological Adaptation
70933	Solar System Analysis
70941	Environmental Physiology
70942	Human Perforamnce Studies
70943	Medical Studies
70944	Environmental Control
70945	Manned Systems
70990	Pending Classification
70991	Pending Classification
70992	Pending Classification
70993	Pending Classification
70994	Pending Classification
70995	Pending Classification
70996	Pending Classification
70997	Pending Classification

70998	Pending Classification
70999	Pending Classification
71000	Fluid & Flight Mechanics
71001	Fluid & Flight Mechanics
71002	Aerothermodynamics
71009	Fluid & Flight Mechanics
71010	A/SP Veh Desgn/Mssn Analy
71015	Navig/Guid/Control Systems
71030	Fluid Mechanics
71035	Magnetofluid Dynamics
71040	Aerostructural Dynamics
71045	Flight Vehicle Acoustics
71055	Heat Transfer
71060	Stability, Cntrl & Perform
71065	Flight Veh. Atmos. Envir
71068	Basic Properties of Gases
71069	Ast – Basic Props of Gases
71080	Fluid & Flight Mech Pro. Man
71090	Pending Classification
71091	Pending Classification
71092	Pending Classification
71093	Pending Classification
71094	Pending Classification
71095	Pending Classification
71096	Pending Classification
71097	Pending Classification
71098	Pending Classification
71099	Pending Classification
71500	Materials & Structures
71501	Materials & Structures
71502	Structural Dynamics
71503	Mechanics of Materials
71509	Materials and Structures
71510	Materials
71515	Structural Materials
71517	Aerosp Matallic Materials
71520	Basic Props of Materials

71525	Aerosp Polymeric Material
71535	Aerosp Ceramic Materials
71540	Friction & Lubrication
71550	Structural Mechanics
71555	Flight Structures
71580	Mats & Strucs Prog Manage
71590	Pending Classification
71591	Pending Classification
71592	Pending Classification
71593	Pending Classification
71594	Pending Classification
71595	Pending Classification
71596	Pending Classification
71597	Pending Classification
71598	Pending Classification
71599	Pending Classification
72000	Propulsion Systems
72001	Propulsion Systems
72002	Electric Propulsion Systm
72003	Electrical Power Systems
72004	Airbreath Propulsion Syst
72005	Liquid Propulsion Systems
72006	Mechanical Components
72009	Propulsion and Power
72010	Solid Propulsion Systems
72020	Electrical Prop. & Power
72025	Direct Energy Conversion
72040	Nuclear Energy Processes
72050	Fuels/Combustion Processes
72060	Propulsion Flow Dynamics
72070	Prop. Sys. Proj. Management
72080	Prop. Program Management
72081	Nuclear Prop Prog Mgmt
72082	Liq. Prop. Prog. Management
72083	Elec Prop & Pwr Prog Mgmt
72084	Solid Prop. Prog. Mgmt
72085	Ast – Nucl Prop Pgm Mgmt

72086	Ast - Elec Prop Pwr Pgm Mgt
72087	Ast– Elec Prop Pwr Pgm Mgt
72090	Pending Classification
72091	Pending Classification
72092	Pending Classification
72093	Pending Classification
72094	Pending Classification
72095	Pending Classification
72096	Pending Classification
72097	Pending Classification
72098	Pending Classification
72099	Pending Classification
72500	Flight Systems
72501	Flight Systems
72502	Ast – Flight Systems
72504	Reliability & Qual Assur
72505	Reliability
72509	Flight Systems
72510	Flight Systems Test
72511	Ast Flt Systems Safety
72512	Aerospace Flight System
72513	Flight System Design
72515	Electronic Syst Fail Anal
72516	Crew Station Systems
72517	Environ Control Systems
72520	Experimental Mfg Techs
72522	Quality Assurance
72530	Electrical Systems
72535	Manned Space Flt Systems
72536	Ast – Manned Space Flt Syst
72537	Aeronautical Flt Research
72570	Space Vehicle Proj Mang
72571	Spacecraft Proj Management
72572	Launch Vehicle Proj. Mgmt
72573	Aeron Flt Rsh Proj Mgmt
72580	Flight Systems Prog Mgmt
72581	Spacecraft Program Mgmt

72582	Launch Vehicle Prog Mgmt
72583	Ast – Launch Veh Prog Mgmt
72585	Flt Systems Test Prog Mgmt
72586	Reliability Program Mgmt
72587	Qual Assurance Prog Mgmt
72588	Ast – Flight Sys Prog Mgmt
72589	Ast – Spacecraft Prog Mgmt
72590	Pending Classification
72591	Pending Classification
72592	Pending Classification
72593	Pending Classification
72594	Pending Classification
72595	Pending Classification
72596	Pending Classification
72597	Pending Classification
72598	Pending Classification
72599	Pending Classification
73000	Meas & Instrumentation Sys
73001	Meas & Instrumentation Sys
73002	Ast – Measmt & Instrmtn Sys
73005	Sensors & Transducers
73009	Measurement & Instrum
73010	Electronic Instrmtn System
73015	Optical Physics
73016	Electro – Optical Sensor Sys
73017	Fluid State Devices
73020	Meas Standards & Calibr
73025	Control Systems
73026	Guidance/Navigation System
73037	Tracking & Tele Systems
73040	Electromagnetic Systems
73043	Tracking Systems
73045	Telemetry Systems
73055	Telecommunications
73057	Electronics of Materials
73065	Microwave Phy Electronics
73080	Meas & Instr Sys Prog Mgt

73081	Tele Sys Prog Management
73082	Telecom. Program Mgmt
73083	Ast – Meas & Intr Prog Mgmt
73090	Pending Classification
73091	Pending Classification
73092	Pending Classification
73093	Pending Classification
73094	Pending Classification
73095	Pending Classification
73096	Pending Classification
73097	Pending Classification
73098	Pending Classification
73099	Pending Classification
73500	Data Systems
73501	Data Systems
73502	Data Systems
73503	Software Systems
73504	Modeling
73505	Data Analysis
73506	Data Systems Analysis
73507	Flight Data Systems
73507	Flight Data Systems
73508	Ground Data Systems
73508	Ground Data Systems
73509	Data Systems
73510	Theoretical Simulation Tech
73511	Flight Software Systems
73512	Ground Software Systems
73513	Hardware Systems
73514	Flight Hardware Systems
73515	Ground Hardware Systems
73516	Computer Res/Development
73580	Data Systems Program Mgmt
73590	Pending Classification
73591	Pending Classification
73592	Pending Classification
73593	Pending Classification
73594	

73594	Pending Classification
73595	Pending Classification
73596	Pending Classification
73597	Pending Classification
73598	Pending Classification
73599	Pending Classification
74000	Facilities & Operations
74001	Exper Facils. & Equip.
74002	Exper/Facilities Develop
74003	Facility Systems Safety
74005	Launch & Flight Opers
74006	Flight Mission Operations
74009	Facilities and Operations
74010	Mech – Experimental Equipmt
74015	Gas and Fluid Systems
74020	Electrical Exper Equip
74025	Exper Facility Techniques
74040	Nuclear Exper Techniques
74080	Exper Fac & Equip Prog Mgt
74081	Launch & Flt Op Prog Mgmt
74082	Ast – Exp Fac: EQ Pgm Mgt
74083	Ast – Launch & Flt Prog Mgt
74090	Pending Classification
74091	Pending Classification
74092	Pending Classification
74093	Pending Classification
74094	Pending Classification
74095	Pending Classification
74096	Pending Classification
74097	Pending Classification
74098	Pending Classification
74099	Pending Classification
74501	Research Piloting
74502	Flight Training
74503	Flight System Operations
74504	Mission Support Requirement
74505	Mission Operations Integr

74506	Flight Activity Planning
74507	Mission Specialist Astron
74508	Pilot Astronaut
74509	Operations
74510	Research Piloting
74511	Launch/Flight Operations
74512	Aircraft Mission Operat
74590	Pending Classification
74591	
77000	Management
77001	Executive Management
77002	Ast – Executive Management
77003	Ast – Executive Management
77009	Pending Classification
77010	Project Management
77011	Ast – Project Management
77012	Ast – Project Management
77030	Technical Management
77031	Tech Management Systems
77032	Tech Resources Management
77033	Phys Sci Tech Resource Mgmt
77034	Tech Eng Operations Mgmt
77035	Ast – Technical Management
77036	Life Science Tech/Res Mgmt
77040	Technology Utilization
77041	Technology Utilization
77055	Tracking Station Mgmt
77056	Launchsite Support Mgmt
77060	Program Management
77061	Program Management
77062	Space Science Program Mgmt
77063	Earth Science Program Mgmt
77064	Life Science Program Mgmt
77065	Fluid/Flight Mech Prog Mgmt
77066	Material/Structure Prog Mgmt
77067	Propulsion Program Mgmt
77068	Flight System Prog Mgmt

77069	Measurmt/Instrumtn Pr Mgmt
77070	Data System Program Mgmt
77071	Facilities Program Mgmt
77072	Telecommunications Pr Mgmt
77073	Adv Technology Prog Mgmt
77074	Adv Technology Prog Mgmt
77080	Program Management
77081	Ast – Program Management
77082	Ast – Program Management
77083	Ast – Program Management
77085	Res Grants & Cont Pgm Mgmt
77086	Ast – Res Grnt: Cntr Prg Mgt
77088	Adv Technology Prog Mgmt
77089	Ast – Adv Tech Prog Mgmt
77090	Management
77091	Pending Classification
77092	Pending Classification
77093	Pending Classification
77094	Pending Classification
77095	Pending Classification
77096	Pending Classification
77097	Pending Classification
77098	Pending Classification
77099	Pending Classification
79500	Expert
79600	Consultant
79999	Graduate Cooperative Stu
90001	Pending Classifcation
90101	Med Off – Aviation Medicine
90102	Med Off – Ocupational Med
90103	Medical Officer – Other
90501	Psychologist
90601	Biologist
90602	Microbiologist
90701	Physiologist
90801	Nurse
90901	Medical Technologist

91001	Veterinarian
91101	Industrial Hygenist
91201	Zoologist
91301	Botanist
91401	Health Science
99500	Expert
99600	Consultant
99999	Graduate Cooperative Stu

7. Pay Plan/Grade

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
-00	-00	
-00	-00	
AD-00	AD-00	
CA-03	CA-03	
DB-02	DB-02	
DB-03	DB-03	
DB-04	DB-04	
DB-05	DB-05	
DE-02	DE-02	
DE-03	DE-03	
DJ-02	DJ-02	
DJ-03	DJ-03	
DK-02	DK-02	
ED-00	ED-00	
EF-00	EF-00	
EH-00	EH-00	
ES-00	ES-00	
EX-02	EX-02	
EX-03	EX-03	
EX-04	EX-04	
GM-13	GM-13	
GM-14	GM-14	
GM-15	GM-15	
GS-01	GS-01	
GS-02	GS-02	
GS-03	GS-03	
GS-04	GS-04	
GS-05	GS-05	
GS-06	GS-06	
GS-07	GS-07	
GS-08	GS-08	
GS-09	GS-09	
GS-10	GS-10	
GS-11	GS-11	

GS-12	GS-12
GS-13	GS-13
GS-14	GS-14
GS-15	GS-15
GS07	GS07
SL-00	SL-00
ST-00	ST-00
WG-01	WG-01
WG-02	WG-02
WG-05	WG-05
WG-07	WG-07
WG-08	WG-08
WG-11	WG-11
WG-13	WG-13
WG-14	WG-14
WL-10	WL-10
WL-11	WL-11
WL-12	WL-12
WS-11	WS-11
WS-14	WS-14
WT-11	WT-11

8. Supervisory Status

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
2	SUPERVISOR OR MANAGER	Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system.
4	SUPERVISOR (CSRA)	Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide.
5	MANAGEMENT OFFICIAL (CSRA)	Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10).
6	LEADER	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system. Position is under a wage system or leads a team performing one-grade interval work.

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
7	TEAM LEADER	Position is titled with the prefix "Lead" and meets the minimum requirements for application of the General Schedule Team Leader Grade- Evaluation Guide; position leads a team of General Schedule employees performing two-grade interval work.
8	ALL OTHER POSITIONS	Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader.

9. Position Type

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
0	COOP (Student Career Experience Program (SCEP))	
1	COOP (Student Career Experience Program (SCEP))	
2	Student Temporary Employee Program (STEP): Stay In School (SIS) Student	
3	Student Temporary Employee Program (STEP): Summer Aid student	
4	UNKNOWN	
5	Temporary, SES Temporary, Term Employee, SES Term Employee, Worker Trainee (WTO), Federal Career Intern	
6	Full Time Permanent	
7	Full Time Permanent Apprentice	
8	Part Time Permanent	

10. Sex

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
F	FEMALE	
M	MALE	

11. Solar ID

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
		SOLAR ID brought over for historical purposes.

12. Birth Date

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
DD-MMM-YY	DATE OF BIRTH	

13. Mail-Code

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
Center Specific	Center Acronym followed by Organization Code	

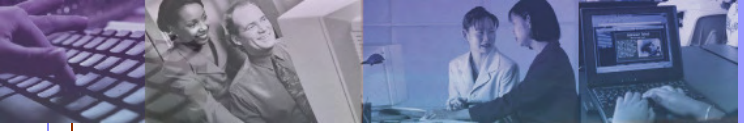
14. NASA Class Block Code

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
1	WAGE GRADE	
2	NON AST SCIENTISTS AND ENGINEERS	
3	TECHNICIANS	
5	CLERICAL	
6	PROFESSIONAL ADMINISTRATIVE	
7	AST SCIENTISTS AND ENGINEERS	
9	MEDICAL	

15. Degree Level

Source: The CPDF Guide to Personnel Data Standards

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
1	NO FORMAL EDUCATION OR SOME ELEMENTARY SCHOOL--DID NOT COMPLETE	Elementary school means grades 1 through 8, or equivalent, not completed.
2	ELEMENTARY SCHOOL COMPLETED--NO HIGH SCHOOL	Grade 8 or equivalent completed.
3	SOME HIGH SCHOOL--DID NOT GRADUATE	High school means grades 9 through 12, or equivalent.
4	HIGH SCHOOL GRADUATE OR CERTIFICATE OF EQUIVALENCY.	
5	TERMINAL OCCUPATIONAL PROGRAM--DID NOT COMPLETE	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
6	TERMINAL OCCUPATIONAL PROGRAM--CERTIFICATE OF COMPLETION, DIPLOMA OR EQUIVALENT	See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
7	SOME COLLEGE--LESS THAN ONE YEAR	Less than 30 semester hours completed.
8	ONE YEAR COLLEGE	0-59 semester hours or 45-89 quarter hours completed.
9	TWO YEARS COLLEGE	60-89 semester hours or 90-134 quarter hours completed.
10	ASSOCIATE DEGREE	2-year college degree program completed.



CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
11	THREE YEARS COLLEGE	90-119 semester hours or 135-179 quarter hours completed.
12	FOUR YEARS COLLEGE	120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree.
13	BACHELOR'S DEGREE	Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or government to allow student to combine actual work experience with college studies.
14	POST-BACHELOR'S	Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	FIRST PROFESSIONAL	Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	POST-FIRST PROFESSIONAL	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	MASTER'S DEGREE	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	POST-MASTER'S	Some work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	SIXTH-YEAR DEGREE	Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	POST-SIXTH YEAR	Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	DOCTORATE DEGREE	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	POST-DOCTORATE	Work beyond the Doctorate.

16. Supervisory Level Code

Source: FPPS

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
1	ADMINISTRATOR	
2	DEPUTY ADMINISTRATOR	
3	ASSOCIATE ADMINISTRATOR	
4	ASSOCIATE DEPUTY ADMINISTRATOR	
5	EXECUTIVE OFFICER	
6	CHIEF SCIENTIST	
7	CHIEF ENGINEER	
8	CHIEF TECHNOLOGIST	
9	CHIEF OF STAFF	
10	CHIEF FINANCIAL OFFICER	
11	CENTER DIRECTOR	
12	CENTER DEPUTY DIRECTOR	
13	CENTER ASSOCIATE DIRECTOR	
14	CENTER ASSISTANT DIRECTOR	
15	CHIEF, CENTER STAFF OFFICE	
16	DEPUTY CHIEF, CENTER STAFF OFFICE	
17	SPECIAL ASSISTANT TO CENTER DIRECTOR	
18	SENIOR SCIENTIST	
19	CHIEF ENGINEER	
20	PROGRAM MANAGER (AGENCY)	
21	ORGANIZATION DIRECTOR	
22	ORGANIZATION DEPUTY DIRECTOR	
23	ORGANIZATION ASSOCIATE DIRECTOR	
24	ORGANIZATION ASSISTANT DIRECTOR	
25	MID-MANAGERS-MANAGER	
26	DIVISION OR OFFICE CHIEF	
27	DEPUTY DIVISION OR DEPUTY OFFICE CHIEF	
28	ASSOCIATE/ASSISTANT DIVISION OR OFFICE CHIEF	
29	BRANCH OR OFFICE CHIEF	
30	DEPUTY BRANCH CHIEF OR DEPUTY OFFICE CHIEF	
31	ASSOCIATE/ASSISTANT BRANCH OR OFFICE CHIEF	
32	SECTION HEAD/GROUP LEAD/TEAM LEAD	
33	ASST SECTN HEAD/ASST TEAM/GROUP LEAD	
34	ALL OTHER PAID CIVIL SERVICE	
35	INTERGOVERNMENTAL PERSONNEL ACT	
36	NON PAID OTHERS	
37	GRANTEES	
38	VOLUNTEERS	
39	MILITARY DETAILEES	

17. Ethnicity/Race

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)

000000	NONE
000001	WHITE
000010	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
000011	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
000100	BLACK or AFRICAN AMERICAN
000101	BLACK/AFRICAN AMERICAN and WHITE
000110	BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
000111	BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
001000	ASIAN
001001	ASIAN and WHITE
001010	ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
001011	ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
001100	ASIAN and BLACK/AFRICAN AMERICAN
001101	ASIAN and BLACK/AFRICAN AMERICAN and WHITE
001110	ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
001111	ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
010000	AMERICAN INDIAN or ALASKA NATIVE
010001	AMERICAN INDIAN/ALASKA NATIVE and WHITE
010010	AMERICAN INDIAN/ALASKA NATIVE and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
010011	AMERICAN INDIAN/ALASKA NATIVE and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
010100	AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN
010101	AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN and WHITE
010110	AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
010111	AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
011000	AMERICAN INDIAN/ALASKA NATIVE and ASIAN
011001	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and WHITE
011010	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
011011	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
011100	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN
011101	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN and WHITE
011110	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
011111	AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
100000	HISPANIC or LATINO
100001	HISPANIC/LATINO and WHITE
100010	HISPANIC/LATINO and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
100011	HISPANIC/LATINO and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
100100	HISPANIC/LATINO and BLACK/AFRICAN AMERICAN
100101	HISPANIC/LATINO and BLACK/AFRICAN AMERICAN and WHITE
100110	HISPANIC/LATINO and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

100111	HISPANIC/LATINO and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
101000	HISPANIC/LATINO and ASIAN
101001	HISPANIC/LATINO and ASIAN and WHITE
101010	HISPANIC/LATINO and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
101011	HISPANIC/LATINO and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
101100	HISPANIC/LATINO and ASIAN and BLACK/AFRICAN AMERICAN
101101	HISPANIC/LATINO and ASIAN and BLACK/AFRICAN AMERICAN and WHITE
101110	HISPANIC/LATINO and ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
101111	HISPANIC/LATINO and ASIAN and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
110000	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE
110001	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and WHITE
110010	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
110011	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
110100	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN
110101	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN and WHITE
110110	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and BLACK/AFRICAN AMERICAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
110111	HISPANIC/LATINO,AMERICAN INDIAN/ALASKA NATIVE,BLACK/AFRICAN AMERICAN,NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER,WHITE
111000	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN
111001	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN and WHITE
111010	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
111011	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN and NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER and WHITE
111100	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN
111101	HISPANIC/LATINO and AMERICAN INDIAN/ALASKA NATIVE and ASIAN and BLACK/AFRICAN AMERICAN and WHITE
111110	HISPANIC/LATINO,AMERICAN INDIAN/ALASKA NATIVE,ASIAN,BLACK/AFRICAN AMERICAN,NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
111111	HISPANIC/LATINO, AMERICAN INDIAN/ALASKA NATIVE,ASIAN,BLACK/AFRICAN AMERICAN,NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER,WHITE

18. Supervisor Bypass Flag

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
N	NO	
Y	YES	Supervisor field will not be overwritten by FPPS if flag is set to Yes

19. Company Name

CODE	SHORT DESCRIPTION	LONG DESCRIPTION (IF APPLICABLE)
000	000	
111	111	
AAAS	AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE	
AAIM	AI SIGNAL RESEARCH INC	
ABRC	AEROJET GENERAL CORP	
ABUF	AEROTHERM CORP	
ABYN	AIR PRODUCTS &, CHEMICALS INC	
ACCENTUR	ACCENTURE	
ACI	AEROSPACECOMPUTING, INC.	
ACOM	ALLIED TECHNOLOGY GROUP INC	
ACOT	ALLIED SIGNAL TECHNICAL SERVICES	
ACRO	ACRO	
ACS	AFFILIATED COMPUTER SERVICES	
ACSE	ACS ENGINEERING	
ADDY	ANALYTICAL SERVICES & MAT INC	
ADJV	AMERIKO OMSERV	
ADNET	ADNET SYSTEMS INC	
ADNL	ANALEX CORP	
AEC	AEROSPACE CORP.	
AETD	AETD	
AF	AIR_FORCE	
AFRL	AIR FORCE RESEARCH LAB	
AGT	APPLIED GEO TECHNOLOGIES	
AGTINC	APPLIED GEO TECHNOLOGIES, INC.	
AHHZ	AHHZ	
AI	ANADARKO	
AIB	AIB_EXPRESS	
AIS	AI SOLUTIONS INC	
AIXR	AIXR	
AJEI	AJEI	
AJT	AJT AND ASSOC., INC	
AKCA	AKCA	
AKIMA	AKIMA	
ALAERO	ALLIED AEROSPACE	
ALPHA	ALPHA TECHNOLOGY	
ALTEC	ALTEC	
AMA	ANALYTICAL MECHANICS AND ASSOCIATES	
AMEC	AMEC	
AMESASS	AMES ASSOCIATE (VOLUNTEER)	
AMTI	AMTI	
AMUNIV	AMERICAN UNIVERSITY	
AMX	AMERICAN EXPRESS TRAVEL	
AMXA	AMXA	
ANBI	ANBI	
ANC	ANCHOR, INC.	
ANL	ARGONNE NATIONAL LABORATORY	
ANSRVINC	ANALYTICAL SERVICES INCORPORATED	
ANTC	ANTEON CORPORATION	
ANTSEI	ANTIN SYSTEM ENGINEERING, INC.	
AOFY	AOFY	
APGT	APPLIED GEO TECHNOLOGIES	
API	ALPHAPORT,INC.	

APLI	ALL POINTS LOGISTICS INC
APS	A P SOLUTTIONS
AQKP	AQKP
AQKY	AQKY
AQNK	AQNK
AQQR	AQQR
AQU	AQUILENT
ARAES	APPLIED RESEARCH AND ENGINEERING SERVICES CORPORATION
ARC	ARCATA
ARCS	AL-RAZAQ
ARE	ARES
ARES	ARES CORPORATION
ARESC	ARESC
ARIZSU	ARIZONA STATE UNIVERSITY
ASANI	ASANI SOLUTIONS, LLC.
ASC	ASC
ASEI	AERO SYSTEMS ENGINEERING, INC.
ASF	ALASKA SATELLITE FACILITY
ASI	ASI UNIVERSAL
ASM	AS&M,INC
ASRC	ASRC
ASRICaER	ASRICaER
ASTC	ATLANTIC SYSTEM AND TECHNOLOGY CORP
ASTM	ADVANCED SYSTEMS TECHNOLOGY MANAGEMENT, INC.
ATKI	AEROTEK, INC.
AUGSYS	AUGUSTA SYSTEMS
AVRS	AVRS
AWCX	AWCX
AXVY	AXVY
AYKQ	AYKQ
AYTRC	AYT RESEARCH CORPORATION
AZFZ	AZFZ
AZT	AZ TECHNOLOGY
AZWC	AZWC
BA	BART & ASSOCIATES
BAE	BAE SYSTEMS
BAERI	BAY AREA ENVIRONMENTAL RESEARCH INSTITUTE
BAH	BOOZ ALLEN HAMILTON
BAKK	BAKK
BAPC	BAPC
BARR	BARRIOS TECHNOLOGY
BAY	BAY TECH
BBCN	BBCN
BBRP	BBRP
BBRR	BBRR
BCCU	BARNARD COLLEGE, COLUMBIA UNIVERSITY
BCFS	BCF SOLUTIONS
BCJL	BCJL
BDS	BD SYSTEMS
BEJX	BEJX
BEN	BENDIX CORP
BGSA	B.G. SMITH & ASSOCIATES, INC.
BGSAI	
BHNW	BHNW
BIHV	BIHV
BIONE	BIONETICS

BJCH	BJCH
BJFZ	BJFZ
BJHY	BJHY
BKUY	BKUY
BKVH	BKVH
BLI	BLACKHAWK, INC.
BLINE	B-LINE EXPRESS
BLQI	BLQI
BMI	BATTELLE MEMORIAL INSTITUTE
BOC	BOC GROUP INC
BOE	BOEING CO
BPI	BEARINGPOINT, INC.
BPJB	BPJB
BPX	BPX_TECHNOLOGIES,INC
BQCQ	BQCQ
BRACE	BRACE MANAGEMENT CORP
BRSP	B R S P
BSRS	BSRS
BSSM	BSSM
BSTC	BALL AEROSPACE & TECH CORP
BSU	BOISE STATE UNIVERSITY
BT	BASTION
BTAS	BTAS
BTASI	BUSINESS TECHNOLOGIES AND SOLUTIONS, INC.
BTSA	BTSA
BTVE	BTVE
BVCD	BVCD
BVEG	BVEG
BVYU	BVYU
BWRQ	BWRQ
BWRU	BWRU
BWT	B&W TECHNOLOGIES
BWW	BISHOP WEB WORKS
BXGI	BXGI
BYBG	BYBG
BYPX	BYPX
CACII	CACI, INC.
CAELUMRC	CAELUM RESEARCH CORPORATION
CAI	COHERENT APPLICATIONS, INC.
CAIK	CAIK
CALL	CALL HENRY INC
CALT	CALTECH
CAMQ	CAMQ
CAPCOL	CAPITOL COLLEGE
CASE	CHENEGA_ADVANCED_SOLUTIONS&ENGR
CAU	CLARK ATLANTA UNIVERSITY
CBU	CHRISTIAN BROTHERS UNIVERSITY
CC	CAIRO
CCE	CENTENNIAL CONTRACTOR ENTERPRISES
CCII	CCI, INC.
CCPU	CCPU
CCS	CRAWFORD_CONSULTING_SERVICES
CCSSE	CHALLENGER CENTER FOR SPACE SCIENCE EDUCATION
CDC	MCDC
CEGG	CEGG
CEI	CLEVELAND ELECTRIC ILLUMINATG
CENTRATI	CENTRA TECHNOLOGY, INC.

CES	COMPUTER ENGINEERING SYSTEMS
CFDRSCH	CFD RESEARCH CORP
CFTC	CENTER FOR TECHNOLOGY COMMERCIALIZATION
CH	CH2M_HILL
CHAE	CHESAPEAKE AEROSPACE
CHAP	CHAPPY CORP
CHS	COMPREHENSIVE H S
CIESIN	CIESIN COLUMBIA UNIVERSITY
CII	CHUGACH_INDUSTRIES,INC.
CIM	CIMARRON
CIS	COASTAL INTERNATIONAL SECURITY
CIT	CITRAVEL
CLI	CLEMENT ENGINEERING, INC.
CMCI	CURTIS MANAGEMENT COMPANY, INC.
CMT	CREATIVE MANAGEMENT TECHNOLOGY, INC.
CMU	CARNEGIE MELLON UNIVERSITY
CNI	CHEROKEE NATION INDUSTRIES INC.
CNU	CHRISTOPHER NEWPORT UNIVERSITY
COLSA	COLSA
COMPHS	COMPREHENSIVE HEALTH SERVICES, INC.
COOP	COOPERS & LYBRAND
CORNU	CORNELL UNIVERSITY
CPSUSA	COMPASS GROUP USA
CR	CHIPTON-ROSS
CRAFT	COMBUSTION
CRC	CAELUM RESEARCH CORP
CRI	CONTEK RESEARCH, INC.
CS	CONSOLIDATED_ENGINEERING_SERVICES
CSA	CANADIAN SPACE AGENCY
CSC	COMPUTER SCIENCES CORPORATION
CSD	CHARLES STARK DRAPER LABORATORY, INC.
CSE	CONSTELLATION SOFTWARE ENGINEERING
CSG	CALIFORNIA_SPACE_GRANT_FOUNDATION
CSI	CREATIVE SOLUTIONS INTERNATIONAL
CSM	CENTER FOR SYSTEMS MANAGEMENT
CSOC	CSOC
CSOM	COLORADO SCHOOL OF MINES
CSS	CONSOLIDATED SAFETY SERVICES INC
CSSI	CSSI,INC
CSU	CLEVELAND STATE UNIVERSITY
CSUMB	CALIFORNIA STATE UNIVERSITY - MONTEREY BAY
CTI	CREWESTONE TECHNOLOGIES, INC
CTS	CAPITOL_TECH_SERVICES
CU	COLUMBIA UNIVERSITY
CUA	CATHOLIC UNIVERSITY OF AMERICA
CUBE	CUBE CORPORATION
CWRU	CASE WESTERN RESERVE UNIVERSITY
CWVA	COUNTY OF WISE, VA
DBC	DB_CONSULTING
DCI	DYNAMIC CONCEPTS, INC.
DDMS	DOCUMENTATION DATA MGMT. SVCS
DDNI	DATADIRECT NETWORKS, INC.
DEGI	DRESSER EQUIPMENT GROUP INC
DFS	DIGITAL_FUSION_SOLUTIONS,INC
DGS	DIGITALNET
DI	DASTON
DIS	DISTRIBUTED INFORMATION SYSTEMS

DKI	DKI_CONSULTING
DMA	DESIGN MANAGEMENT ASSOCIATES
DMJM	DMJM
DNAMERIC	D N AMERICAN INC
DNC	DELWARE_NORTH_COMPANY,INC
DNJM	DANIEL MANN JOHNSON MENDENHAL
DNP	D N P INC
DODSTP	DOD SPACE TEST PROGRAM
DPA	DP_ASSOCIATES
DSI	DELEX SYSTEMS, INC.
DSTI	DATA SYSTEMS AND TECHNOLOGY, INC.
DTI	DTI INC.
DTSV	DIVERSIFIED TECHNOLOGIES AND SERVICES OF VIRGINIA
DU	DREXEL_UNIVERSITY
DUAL	DUAL, INC.
DWH	DIAMOND/WACKENHUT
DYN	DYNCORP
DYNC	DYNAMAC CORP
DYNI	DYNACS, INC.
EADSANAI	EADS ASTRIUM NORTH AMERICA, INC.
EAP	EDUCATION ASSOCIATES PROGRAM
EASI	ENTERPRISE ADVISORY SERVICES, INC.
ECG	ECG,INC
ECHOTA	ECHOTA
ECI	ENGICOM, INC.
ECO	ECOTRONICS
EDS	ELECTRONIC DATA SYSTEMS
EFS	EMBEDDED_FLIGHT_SYSTEMS,INC
EGG	EG&G
EITI	EMERGENT INFORMATION TECHNOLOGIES INC
ELCOR	ELORET CORPORATION
ELCRP	ELORET CORPORATION
ELE	ERICA_LANE_ENTERPRISES
ELMCO	ELMCO
ELO	ELORET CORP.
EMCO	EMCO
EMI	E-MANAGEMENT
ENSCI	ENSCO, INC.
ERC	ERC
ERT	EARTH RESOURCE TECHNOLGY, INC.
ESA	EUROPEAN SPACE AGENCY
ESI	ENGINEERING SCIENCES, INC.
ESSI	EAGLE SYSTEMS AND SERVICES, INC.
ESTI	EMERGENT SPACE TECHNOLOGIES, INC.
ETL	EDUTECH LTD
ETS	EAGLE TECHNICAL SERVICES, INC.
EURE	EUREKA SCIENTIFIC
EYLLP	ERNST & YOUN, LLP
FAIRSU	FAIRMONT STATE UNIVERSITY
FAM	FLORIDA A&M UNIVERSITY
FCCD	FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT
FDAC	FOOTHILL-DE
FDAC1	FOOTHILL-DE ANZA COLLEGE
FIS	FREEDOM INFORMATION SYSTEMS
FOH	FEDERAL OCCUPATIONAL HEALTH
FOXHASSC	FOX HEROLD AND ASSOCIATES
FROSTSU	FROSTBURG STATE UNIVERSITY

FS	FOUR SEASONS
FSW	FLYING_SAUCER_WEB_DESIGN
FUTR	FUTRON
FUTURE	FUTURETECH CORPORATION
GAS	GAS L INC
GBC	GILBANE BUILDING COMPANY
GBT	G.B.TECH, INC.
GCDC	GODDARD CHILD DEVELOPMENT CENTER
GD	GENERAL DYNAMICS
GDS	GRUMMAN DATA SYSTEMS
GEC	GENERAL ELECTRIC CO
GEO	GEO CONTROL
GES	GILCREST ELECTRIC & SUPPLY CO
GESI	GENESIS ENGINEERING SOLUTIONS, INC.
GEST	GODDARD EARTH SCIENCES AND TECHNOLOGY CENTER
GET	GEST
GFCI	GENERAL FIBER COMMUNICATIONS INC.
GGC	GALAXY GLOBAL CORPORATION
GHG	GHG CORP.
GIT	GEORGIA INSTITUTE OF TECHNOLOGY
GLO	GEOLOGICS
GMDS	GMD SYSTEMS
GMR	GOVERNMENT MICRO RESOURCES
GMU	GEORGE MASON UNIVERSITY
GOI	GOLDBELT_ORCA,INC
GOODCO	GOODRICH
GP50	GP:50
GRAYRES	GRAYRES
GRD	GRD
GRI	GRAY RESEARCH, INC.
GS	GRADUATE SCHOOL USDA
GSTI	GLOBAL SCIENCE AND TECHNOLOGY INC
GTI	GRANT_THORNTON_INC.
GTS	GOVERNMENT TECHNOLOGY SER INC
GWE	GREENWAY ENTERPRISES, INC.
GWUJIAFS	GEORGE WASHINGTON UNIVERSITY JIAFS
GXSYS	GENEX SYSTEMS
HAM	HAMILTON STANDARD
HAMMERS	HAMMERS COMPANY
HAMU	HAMPTON UNIVERSITY
HARVARD	HARVARD UNIVERSITY
HAZ	HAZMED, INC.
HEI	HERNANDEZ ENGINEERING INC
HOPKINS	JOHNS HOPKINS UNIVERSITY
HS	Hamilton
HSI	HALCYON SYSTEMS, INC.
HSSLS	HAMILTON
HSSS	HAMILTON SUNDSTRAND SPACE SYS
HT	HIGH_TEC_SYSTEMS
HTI	HUGHES TRAINING, INC.
HTS	HONEYWELL TECHNOLOGY SOLUTIONS
HUA	HUGHES AIRCRAFT CO
HUITC	HUGHES INFORMATION TECH CORP
HWELL	HONEYWELL
IAP	IAP_WORLD_SERVICES
IBM	IBM CORP.
ICI	INDUSTRIAL CONSTRUCTION INC

ICRC	ICRC
ICS	INTERFACE AND CONTROL SYSTEMS INC
ICT	INTEGRATED_COMMUNICATION_TECHNOLOGY
IDI	INFORMATION DYNAMICS INC
II-KICS	INDYNE-KICS
IIAI	INFORMATION INTERNATIONAL ASSOCIATES INC
IIS	INTELLISOURCE INFORMATION SYS
ILC	ILC DOVER
IMI	INOMEDIC, INC.
IMTS	INNOVATIVE MANAGEMENT AND TECHNOLOGY SERVICES
IND	INDYNE INC
INDUS	INDUS CORPORATION
INF	INF
INFINITY	INFINITY
INFON	INFONETIC
INFTECH	INFINITY TECHNOLOGIES
INI	I-NET CORPORATION
INN	INNOVIM
INSA	INGENIERIA Y SERVICIOS AEROESPACIALES S.A.
INSI	INS, INC.
INTER	INTERGRAPH
INTR	INTERMETRICS INC
INTRXT	INTRINSYX TECHNOLOGIES
IPA	IPA
IPC	INFOPRO CORPORATION
IRC	INTERNATIONAL RESEARCH CORPORATION
ISC	INFORMATION SYSTEMS CONTRACT
ISI	INTEGRAL SYSTEMS, INC.
ISRSI	ISR SOLUTIONS, INC.
ISS	INTERNATIONAL SPACE SYSTEMS, INC.
ISSI	INTEGRATED_SCIENCE_SOLUTIONS
ITBI	INTERNATIONAL TRADE BRIDGE, INC.
ITI	INFINITY
ITINC	INNOVATIVE TECHNOLGIES INCORPORATED
ITMI	INTERNATIONAL TECHNOLOGY AND MANAGEMENT INC.
ITTC	ITT CORP
ITTI	ITT INDUSTRIES
JAYM	JAY MARK
JBM	J_B_MANAGEMENT
JBOSC	JOINT BASE OPERATIONS SERVICING CONTRACT
JCET	JOINT CENTER FOR EARTH SYSTEMS TECHNOLOGY
JCI	JOHNSON CONTROLS INC.
JCWS	JOHNSON CONTROLS WORLD SERV
JDD	JDD
JEC	JOHNSON ENGINEERING CORP
JHU	John Hopkins University
JJGCI	J&J GENERAL CONTRACTORS INC
JMCI	JOPPA MAINTENANCE CO., INC.
JNT	JACKSON AND TULL
JPL	JET PROPULSION LABORATORY
JSC	JORGE SCIENTIFIC CORP
JSTI	JACOBS SVERDRUP TECHNOLOGY INC.
JT	JT
KAL	KALMAN & CO INC
KAY	KAY & ASSOCIATES INC
KCG	KNOWLEDGE CONSULTING GROUP
KEK	JAPANESE CENTER FOR SCIENCE WITH HIGH ENERGY

	ACCELERATORS
KEL-SEY	KELSEY-SEYBOLD
KIPR	KISS INSTITUTE FOR PRACTICAL ROBOTICS
KJBC	KELLEY JACK B CO
KMCI	K&M COMPUTERS, INC.
KPM	KPMG PEAT MARWICK LLP
KPS	KNIGHT PROTECTIVE SERVICE
KRUG	KRUG INTERNATIONAL
KS	KELLY SERVICES
KSC	KHOTOL_SERVICES_CORP.
KSS	KNOWLEDGE SHARING SYSTEMS
L3CISVA	L-3 COMMUNICATIONS INTEGRATED SYSTEMS VERTEX AEROSPACE
L3GSI	L-3 COMMUNICATIONS GOV SRVCS
LANDS	LAND SHAPERS INC
LANG	LANGSTON
LANL	LOS ALAMOS NATIONAL LABORATORY
LBBA	LB AND B ASSOCIATES
LE	LESA
LESCO	LESCO
LI	LACKMANN
LIN	LIN COM
LJTA	LJT and ASSOCIATES, INC.
LLF	LEWIS LITTLE FOLKS
LMAF	LOCKHEED MARTIN - MAF
LMI	LMI
LMIT	LOCKHEED MARTIN IT (LMIT)
LMSAL	LOCKHEED MARTIN SOLAR AND ASTROPHYSICS LAB
LMSO	LOCKHEED MARTIN SPACE OPERATIONS
LMT	L&M TECHNOLOGIES, INC.
LOCKM	LOCKHEED MARTIN CORP
LPRC	LITTON - PRC
LS	LEAR SIEGLER
LYNX	LYNX LTD
MACG	MID AMERICA CONSULTING GROUP
MADRSRCH	MADISON RESEARCH CORP
MAH	MASON & HANGER
MAINTHIA	MAINTHIA
MANTECH	MANAGEMENT TECHNOLOGY INTERNATIONAL CORP
MAR	MADISON ROBERT P INTL INC
MC	MILTEC_CORP
MCDC	MCDONNELL DOUGLAS CORP
MCS	MELWOOD_CUSTODIAL_SERVICE
MEADSS	MEADOR STAFFING SERVICES
MEDFUS	MEDIA FUSION
MEGENG	MEGA ENGINEERING
MEI	MEI_TECHNOLOGIES
MESA	MARSHALL_ENGINEERS_&_SCIENTIST_ASS.
MET	METRICA CORPORATION
METIND	METTERS INDUSTRIES
MICRO	MICRO CRAFT INC
MIT	MASSACHUSETTS INSTITUTE OF TECHNOLOGY
MITRE	MITRETEK SYSTEMS
ML	MICROTEL_LLC
MMTCI	MODERN MACHINE & TOOL CO., INC.
MOF	MOBILE FOUNDATIONS, INC.
MORGAN	MORGAN RESEARCH CORP

MRFC	MRF CONSULTING
MRIC	MRI COMPUTER SERVICES
MRITI	MRI TECHNOLOGIES, INC.
MRJI	MRJ INC
MSC	MEDIA SERVICES CORP.
MSIS	MOUNTAIN STATE INFORMATION SYSTEMS
MSS	MISSISSIPPI SPACE SERVICES
MTC	MODERN TECHNOLOGIES CORPORATION
MTI	MAINTHIA TECHNOLOGIES INC
MTI-2	MENTOR
MTII	MANTECH, INTERNATIONAL, INC.
MTSGI	MTSGLOBAL, INC.
MTSU	MIDDLE TENNESSEE STATE UNIVERSITY
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
MU	MARQUETTE_UNIVERSITY
MUNIZ	MUNIZ ENGINEERING INC.
MW	MONTGOMERY WATSON
MWI	MANAGEMENT WORLDS, INC.
MXISI	MATRIX INFORMATION SYSTEMS, INC.
NAKI	NAKNAN, INC
NASAEX	NASA EXCHANGE
NCII	NCI INC.
NCMR	NATIONAL CENTER FOR MICROGRAVITY RESEARCH
NCSU	NCSU
NEP	NEPTEC DESIGN GROUP
NIA	NATIONAL INSTITUTE OF AEROSPACE
NLSI	NANOBAC LIFE SCIENCES INC.
NMSU	NEW MEXICO STATE UNIVERSITY
NMT	NEW MILLENNIUM TECHNOLOGIES
NOR	NORTHROP GRUMMAN
NORFOLK	NORFOLK STATE UNIVERSITY
NPF	NATIONAL PARK FOUNDATION
NPRS	NASA PEER REVIEW SERVICES - GSTI
NRC	NATIONAL RESEARCH COUNCIL
NREMS	N&R ENGINEERING AND MANAGEMENT SERVICES
NSBRI	NATIONAL SPACE BIOMEDICAL RESEARCH INSTITUTE
NSD	NASDA-JAPANESE SPACE AGCY.
NSI	NCI INFORMATION SYSTEMS INC
NSSC-CONTACT-CENTER	NSSC CONTACT CENTER
NSSC-FINANCE	NSSC FINANCE
NSSC-HR	NSSC HUMAN RESOURCES
NSSC-IT	NSSC INFORMATION TECHNOLOGY
NSSC-MANAGEMENT	NASA MANAGEMENT
NSSC-PROCUREMENT	NSSC PROCUREMENT
NSSC-SMO	NSSC SMO
NTI	NEW TECHNOLOGY, INC.
NTSC	NSI TECHNOLOGY SERV CORP
NTTC	NATIONAL TECHNOLOGY TRANSFER CENTER
NUSIP	NASA-UMES STUDENT INTERNSHIP PROGRAM
NVII	NVI, INC.
NYMA	NYMA INC
NuRC	Nuclear Regulatory Commission
OAI	OHIO AEROSPACE INSTITUTE
ODURF	OLD DOMINION UNIVERSITY RESEARCH FOUNDATION
OHSU	OHIO STATE UNIVERSITY
OIT	OREGON INSTITUTE OF TECHNOLOGY
OMIT	OMITRON INC

OMN	OMNIPLEX
OMNI	OMNISEC INTERNATIONAL
ORENT	ORION ENTERPRISES
OSC	ORBITAL SCIENCES CORP
OSCORP	OPTICAL SCIENCES CORPORATION
OSR	ODYSSEY SPACE RESEARCH, LLC
OSS	OCEANEERING SPACE SYSTEMS
OSU	OKLAHOMA STATE UNIVERSITY
OSUV	OREGON STATE UNIVERSITY
OTH	OTHER SELF EMPLOYEE
OU	OU
OWC	OAKWOOD COLLEGE
PA	PESSADA
PAA	Pessada
PAICORP	PAI CORPORATION
PAR	PARSONS
PBOSG	PLUM BROOK OPERATIONS SUPPORT GROUP
PC	PLANNERS COLLABORATIVE
PCI	PRIME CIRCUITS INC.
PCSI	POWER COMPUTING SOLUTIONS INC
PERF	PERFORMANCE NETWORK ENGINEERING
PI	PARALLAX, INC.
PII	PLATINUM INTERNATIONAL INC
PRAX	PRAXAIR INC
PRCORP	PERFORMANCE RESULTS CORPORATION
PROLOGIC	PROLOGIC INC
PROSOLI	PROFESSIONAL SOLUTIONS, INC.
PROXINC	PROXTRONICS INC.
PSI	PLANETARY SCIENCE INSTITUTE
PSIII	PSI INTERNATIONAL, INC.
PSS	POWERHOUSE SERVICE & SUPPLY
PTL	PARAGON TEC LTD
PTPLLC	PATUXENT TECHNOLOGY PARTNERS, LLC
PVT	PHOTOVOLTAIC INC
PWI	PACE & WAITE, INC.
PWRI	PRATT_WHITNEY_ROCKETDYNE_INC.
QS	Q_STAFF
QSI	QUANTUM SERVICES INC
QSSGI	QSS GROUP INC.
QTC	QTEC
QTEC	QTEC INC
QTSI	QUALIFIED TECHNICAL SERVICES, INC.
QUALIS	QUALIS
RAND	RANDSTAD
RATY	RAYTHEON
RCI	RUSH CONSTRUCTION INC
RCJV	REDE-CRITIQUE
RD	ROTHE DEVELOPMENT
RDI	REDE,INC.
RE	ROTHE ENTERPRISES
RECO	RECOM TECHNOLOGIES
REDE	REDE/CRITIQUE,JV
REDECI	REDE/CRITIQUE INC.
REI	REI SYSTEMS
RGI	RGI INC
RIACS	RESEARCH INSTITUTE FOR ADVANCED COMPUTER SCIENCE-USRA

RJV	ROTHE JOINT VENTURE
RKM	RKM
RMS	RMS TECHNOLOGY, INC.
ROC	ROCKWELL INTERNATIONAL
RPMI	ROBERT P. MADISON, INC.
RSCI	ROCKET SCIENCE, INC.
RSI	RS INFORMATION SYSTEMS
RSOI	RANGE SAFETY OPERATIONS, INC.
RSS	RELIABLE SYSTEM SERVICES CORP
RTII	RTI INTERNATIONAL
RU	RICE UNIVERSITY
RUB	RUHR-UNIVERSITY BOCHUM
RWB	RW BECK
RWS	RIGGING AND WELDING SPECIALISTS
S	
SAI	SWALES & ASSOCIATES INC
SAIC	SCIENCE APPLICATION INTL CORP
SAICIS	SAIC INFORMATION SERVICES
SAIT	SAITECH
SAITECH	SAITECH
SALL	SPACE ACCESS LLC
SAO	SMITHSONIAN_ASTROPHYSICAL_OBSERVATORY
SAPAI	SAP AMERICA, INC.
SB	SOUTHWESTERN BELL
SBAR	SANTA_BARBARA_APPLIED_RESEARCH
SCC	SCHAFER CORPORATION
SCD	SYSCOMM DEVELOPMENT
SCICORP	SCITOR CORPORATION
SCS	SCIENTIFIC & COMMERCIAL SYS
SEC	SEC
SECI	SECURESTATE INC
SECT	SECTEK INC
SECURE	SECURE
SEI	SONY ELECTRONICS INC
SEIC	SELF-EMPLOYED INDEPENDENT CONTRACTOR
SEST	SEST, INC.
SETI	SETI INSTITUTE
SFSU	SAN FRANCISCO STATE UNIVERSITY
SGI	SILICON GRAPHICS INC
SGMT	SIGMATECH
SGS	SPACE GATEWAY SUPPORT
SGT	SGT,INC.
SGTI	SEAGULL TECHNOLOGY, INC.
SHARP	SUMMER HIGH SCHOOL APPRENTICESHIP RESEARCH PROGRAM
SHI	SPACEHAB INC
SHS	SINGLETON HEALTH SERVICES
SI	SECTEK, INC.
SICN	SIEMENS
SIERRA	SIERRA LOBO INC
SIG	SEI_GROUP
SIGMASPC	SIGMA SPACE CORP
SII	SVERDRUP TECHNOLOGY INC
SIMCO	SIMCO
SJCN	SAN JACINTO COLLEGE NORTH
SJSUF	SAN JOSE STATE UNIVERSITY FOUNDATION
SKT	S & K TECHNOLOGIES

SMFI	SUN MICROSYSTEMS FEDERAL INC
SMI	SPACE MARK INC
SMITH	SMITHLAIN
SOLQ	SOLUTIONQUEST
SOUTH	SOUTHAMPTON UNIVERSITY
SPI	SPACE POWER INC
SPIRAL	SPIRAL
SPSYS	SP SYSTEMS
SQL	SQL SYSTEMS
SRI	STRATEGIC RESOURCES INC
SRST	SRS TECHNOLOGIES
SRVSRC	SERVICE SOURCE
SSA	SYSTEM_SCIENCES&APPLICATION
SSAI	SCIENCE SYSTEMS AND APPLICATIONS INC
SSD	SYSTEM
SSDI	SYSTEM_SOFTWARE_DESIGNERS,INC
SSI	SYSCON SERVICES INC
SSINT	SPACE SYSTEMS INTEGRATION
SSL	SECURESTATE,LLC.
SSLI	SPACE SYSTEMS LORAL INC
SSSI	SYSTEM STUDIES AND SIMULATION, INC.
SST	SPECTRUM SOFTWARE TECHNOLOGY
SSUI	STERLING SOFTWARE US INC
STAI	STANLEY_ASSOCIATES_INC
STAN	STANFORD UNIVERSITY
STC	SCIENCE AND TECHNOLOGY CORPORATION
STECH	STEEPLE TECHNOLGIES INC.
STEIN	STEINHOFF & SADLER INC
STELL	STELLAR
STEP	SUMMER TEMPORARY EMPLOYMENT PROGRAM
STG	STG
STI	SYMTECH INC.
STS	SNYDER TECHNICAL SERVICES
SUAMC	SOUTHERN UNIVERSITY AND A&M COLLEGE
SUNY	STATE_UNIVERSITY_OF_NEW_YORK
SYMV	SYMVIONICS, INC.
TAI	TESSADA&ASSOCIATES,INC
TAM	TEXAS A&M
TBE	TELEDYNE BROWN ENGINEERING
TBM	TOLMAN BUILDING MAINTENANCE
TC	THIOKOL CORP
TCE	TILLEY CONSTRUCTION & ENGRG
TCEF	TRIANGLE COALITION (EINSTEIN FELLOW)
TCI	TECH CONSULTING, INC.
TEC	TECULAN INC
TECH	TECHNICORE
TEK	TEKSCI
TEKS	TEKSYSTEMS
TESSADA	TESSADA AND ASSOC INC
TFE	TFE TECHNOLOGY HOLDINGS LLC
THNKSYS	THINKING SYSTEMS, INC.
TIALS	TECHNICAL INFORMATION AND LOGISTICS SRV
TIC	TRAX INTERNATIONAL CORPORATION
TIESI	TIETRONIX SOFTWARE, INC.
TII	TELEDYNE INDUSTRIES INC
TMI	TEC-MASTERS
TRI	TRI-CORP

TRSTUN	TRUMAN STATE UNIVERSITY
TRW	TRW INC
TSC	TITAN SYSTEMS CORPORATION
TSE	TRI-STAR ENGINEERING
TSI	TOTAL SOLUTIONS, INC.
TTECH	TAITECH, INC.
TTG	THE TAURI GROUP
TTI	TECH TRANS INTERNATIONAL, INC.
TTU	TENNESSEE TECHNOLOGICAL UNIVERSITY
TU	TUSKEGEE
TUSA	Tech USA
TUSAI	TECHUSA, INC.
TYBRIN	TYBRIN CORPORATION
UAB	UNIVERSITY OF ALABAMA AT BIRMINGHAM
UAH	UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAKN	UNIVERSITY OF AKRON
UALR	UNIVERSITY OF ARKANSAS AT LITTLE ROCK
UARC	UNIVERSITY AFFILIATED RESEARCH CENTER
UARIZ	UNIVERSITY OF ARIZONA
UAT	UNITED APPLIED TECHNOLOGY, INC.
UC	UNISYS CORP
UCB	UNIVERSITY OF COLORADO, BOULDER
UCBERK	UNIVERSITY OF CALIFORNIA - BERKLEY
UCF	UNIVERSITY OF CENTRAL FLORIDA
UCI	UNIVERSITY OF CALIFORNIA AT IRVINE
UCLA	UNIVERSITY OF CALIFORNIA LOS ANGELES
UCSB	UNIVERSITY OF CALIFORNIA, SANTA BARBARA
UCSC	UNIVERSITY OF CALIFORNIA - SANTA CRUZ
UHC	UNIVERSITY OF HOUSTON-CLC
ULQCC	UNIVERSITY LAVAL - QUEBEC CITY
UM	UNIVERSITY OF MICHIGAN
UMBC	UNIVERSITY MARYLAND BALTIMORE COUNTY
UMCP	UNIVERSITY OF MARYLAND AT COLLEGE PARK
UNCFSP	UNITED NEGRO COLLEGE FUND SPECIAL PROGRAM CORP
UNTC	UNIVERSAL TECHNOLOGY CORPORATION
UNY	STATE
UOF	UNIVERSITY OF FLORIDA
UOFT	UNIVERSITY OF TOLEDO
UOG	UOG
UOMBC	UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
UOMI	UNIVERSITY OF MIAMI
UOU	UNIVERSITY OF UTAH
UPC	UNITED PARADYNE CORPORATION
UPR	UNIVERSITY OF PUERTO RICO
USA	UNITED SPACE ALLIANCE
USAASC	U.S. Army Aviation System Command
USF	UNIVERSITY OF SOUTH FLORIDA
USM	UNIVERSITY OF SOUTHERN MISSISSIPPI
USN	UNIVERSAL SPACE NETWORK
USR	UNIVERSITIES SPACE RESEARCH
USU	UTAH STATE UNIVERSITY
UTA	USER TECHNOLOGY ASSOCIATES, INC
UTC	UNITED TECHNOLOGIES CORP
UTECHA	USER TECHNOLOGY ASSOCIATES
VAI	VISION ANALYTICS, INC.
VBCPS	VIRGINIA BEACH CITY PUBLIC SCHOOLS
VEPC	VIRGINIA ELECTRIC & POWER CO

VGI	VIGYAN, INC.
VR	VISIUM_RESOURCES
VSI	VANTAGE SYSTEMS INC
VTG	VT Griffin
WAI	WATERSHED ASSOCIATES, INC.
WANG	WANG
WASHTG	WASHINGTON TECHNOLOGY GROUP
WCI	WESTOVER CONSULTANTS, INC.
WDY	WDY ASSOCIATES
WEMA	WALLOPS EXCHANGE AND MORALE ASSOCIATION
WESCO	WALLOPS EXECUTIVE SUPPORT CORPORATION
WGI	WASHINGTON GROUP INTERNATIONAL
WIC	WILLIAMS INTERNATIONAL CORP
WILL	WILL
WJU	WHEELING JESUIT UNIVERSITY
WPI	WORCESTER POLYTECHNIC INSTITUTE
WS	WACKENHUT_SERVICES_INC
WSGI	WOODSIDE SUMMIT GROUP INC
WSI	WRIGHT SOLUTIONS, INC.
WTW	WATSON TONY ELECTRIC INC
WVI	WESTERN VIDEO INC
WVU	WEST VIRGINIA UNIVERSITY
WYL	WYLE LABORATORIES
YEI	YANG ENTERPRISES, INC.
ZAI	ZIMMERMAN ASSOCIATES
ZINT	ZINTECH
def	def
ePro	EPRO
exit	exit
ncii	ncii